



DEPARTMENT OF SAFETY AND INSPECTIONS

2009 Reference Manual

Department of Safety & Inspections
375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806
General Number: 651-266-9090
Fax: 651-266-9124 Fax: 651-266-9099 Fax: 651-266-9040
24-hour Automated Information Number: 651-266-9096
Web Address: www.stpaul.gov/dsi
Director: Bob Kessler

Animal Control Center
1285 Jessamine Avenue West
Saint Paul, Minnesota 55108
General Number: 651-266-1100
Fax: 651-266-1120

ABSTRACT/TORRENS Ramsey County (651-266-2060)	
ADDING A FAMILY MEMBER TO A LIQUOR LICENSE (LC409.11(i), LC409.05(h)) City of Saint Paul Businesses with an existing Liquor On Sale license who request the addition of one (1) or more family members (including parents, children, grandchildren, brothers, sisters) as partners, officers, or shareholders in a partnership or corporation during the term of an existing liquor license.	Class N License Application (indicate officer title and if shareholder, indicate percent of shares) Per family member - \$52.00 Record check
ADVERSE ACTION (PRESUMPTIVE PENALTIES) LC310.05 The purpose of this section is to establish a standard by which the city council determines the amount of fines, the length of license suspensions and the propriety of revocations to apply to all license types, except in the case of a violation involving a liquor license, 409.26 shall apply where a specific violation is listed. These penalties are presumed to be appropriate for every case; however the council may deviate therefrom in a case where the council determines there exists substantial reasons making it more appropriate to do so.	
<u>Violation of conditions placed on license:</u> 1 st Appearance - \$500.00 fine 2 nd Appearance - \$1,000.00 fine 3 rd Appearance - \$2,000.00 fine and 10-day suspension 4 th Appearance - Revocation	<u>Violation of legislative code relating to the licensed activity,</u> 1 st Appearance - \$500.00 fine 2 nd Appearance - \$1,000.00 fine 3 rd Appearance - \$2,000.00 fine and 10-day suspension 4 th Appearance - Revocation
<u>Failure to permit entrance by DSI inspector or police</u> 1 st Appearance - 5-day suspension 2 nd Appearance - 10-day suspension 3 rd Appearance - 15-day suspension 4 th Appearance - Revocation	<u>Crime other than a felony on the premises by a licensee or employee</u> 1 st Appearance - \$700.00 fine 2 nd Appearance - \$1,500.00 fine 3 rd Appearance - 5-day suspension 4 th Appearance - Revocation
<u>Commission of a felony on the premises by a licensee or employee</u> 1 st Appearance - \$2,000.00 2 nd Appearance – Revocation 3 rd & 4 th Appearance - N/A	<u>Death or great bodily harm in an establishment related to violation of law or license conditions</u> 1 st Appearance – 30-day suspension 2 nd Appearance – 60-day suspension 3 rd Appearance - Revocation
AIR CONDITIONING PERMIT Mechanical Permit application (Refrigeration category) and Electrical Permit application.	
ALARM INSTALLATION A License is required for installing Fire and/or Burglar alarm systems. Alarm and Communications Contractor. License is issued by the State of Minnesota Board of Electricity (651-284-5031). An electrical permit is required for the installation of any hard-wired alarm.	
ALARM PERMITS, Burglar (LC329) Homes and businesses equipped with burglar alarm systems. Late fees are charged for renewals after 30 days delinquent & for new applicants who are 30 days delinquent in obtaining a new permit.	Burglar Alarm Permit Application New/Renew, per year - \$27.00 Government agencies - \$0.00

<p>Contacts: Alarm Permit Invoice Questions: (651-266-9107) False Alarm Police Reports: (651-292-3525) *False Alarm Invoices: Sonya at (651-266-5502)</p> <p>*Effective April 2005 the Police Department will be invoicing and processing False Alarms.</p> <p>Government agencies-schools, city, county, state, federal are EXEMPT. Government agencies are not billed for false alarms.</p>	<p>Late Fee - \$10.00</p> <p>False alarm violations per calendar year: First two (2) violations: no charge Third violation: \$25.00 Fourth violation: \$50.00 Fifth violation: \$75.00 Sixth violation: \$100.00 Seventh violation and up: \$150.00</p>
<p>ALCOHOL AWARENESS TRAINING (LC409.25C(4))</p> <p>Training is required for all temporary 3.2 Malt, Wine or Liquor licenses and for anyone from the organization that will be serving Malt 3.2, Wine, or Liquor. The training is applied in conjunction with an application for Temporary Malt 3.2, Wine or Liquor License. (Exceptions: A Nonprofit organization who obtains a temporary liquor license and contracts with a business holding a Saint Paul Liquor License and has attended alcohol awareness training.) Per organization per 12-month period (<i>not calendar year</i>) - \$25.00 For information regarding scheduling Alcohol Awareness Training for temporary licenses, contact: Minnesota Licensed Beverage Association - Tony Chesak (MLBA), Saint Paul Business Center East, 1983 Sloan Place, Suite 6, St. Paul, MN 55117; 651-772-0910; www.mlba.com; Fax: 651 772-0900</p>	
<p>AMUSEMENT RIDES (ANNUAL) (LC317) Businesses providing amusement rides for charge to the public.</p>	<p>Class R License Application Zoning Summary</p> <p>Certificate of Insurance: \$1,500,000 public liability coverage for injuries or damages to persons or property, City of Saint Paul named additional insured, 10 day notice of cancellation</p> <p>per site concurrent w/insurance exp - \$72.00 (not proratable)</p> <p>Inspections: Electrical (651-266-9003), License (651-266-9090), Zoning (651-266-9008)</p>
<p>AMUSEMENT RIDES (TEMPORARY) (LC317) Businesses providing amusement rides for charge to the public and who operate such rides at temporary locations while participating in a carnival or festival or other event of limited duration.</p>	<p>Class T License Application</p> <p>proof of req. electrical permits for location</p> <p>Certificate of Insurance: \$1,500,000 public liability coverage for injuries or damages to persons or property, City of Saint Paul named additional insured, 10 day notice of cancellation</p> <p>Per event - \$27.00</p> <p>Inspections: Electrical (651-266-9003), License (651-266-9090), Zoning (651-266-9008)</p>
<p>ANIMAL ADOPTION DSI - Animal Control Center (651-266-1100)</p>	<p>Saint Paul residents \$46.00 Non-residents \$217.00 For use by institutions \$217.00</p>
<p>ANIMAL - BOARDING (LC200) The per day fee charged when an animal is incarcerated - \$18.00 per day plus sales tax. <i>Refer to Animal-Impounding for additional fees.</i> DSI - Animal Control Center (651-266-1100)</p>	

ANIMAL – BOARDING (L348.01)

Means & includes every place kept or maintained for the care & socializing of live dogs or cats for any amount of time by a person other than the owner of the live animal. An animal boarding facility may also offer Animal Day care. Animal Boarding does not include facilities that provide breeding or selling of animals.

COMMERCIAL ANIMAL BOARDING - License fee **\$70.00**

HOME OCCUPATION ANIMAL BOARDING - License fee **\$70.00**

Requirements: Fill out an application with DSI. Need consent of neighboring property – signatures of as many of the owners of private residences, dwellings & apartment houses located within 150 feet of such premises (petition of 75%). Need approval from Zoning 651-266-9008 & Animal Control 651-266-1100. Can have no more than 3 animals. For the Commercial license, the State of Minnesota Workers Compensation form needs to be filled out.

AN**ANIMAL DAY CARE (L348.01)**

Means & includes every place kept or maintained for the care, grooming, training, exercising, & socializing of live dogs or cats for less than 24 hours per day by a person other than the owner of the live animal. Animal Day Care does not include facilities that provide animal boarding, breeding or selling of animals.

COMMERCIAL ANIMAL DAY CARE -means any animal day care establishment that is located in a building other than a residence.

HOME OCCUPATION ANIMAL DAY CARE – means any animal day care establishment that is located in a residential building. A Home Occupation Animal Day Care can only be operated by a person residing in the building. A Home Occupation Animal Day Care can care for no more than three (3) animals at one time including any animals that are owned/kept by the resident/licensee.

License fee **\$70.00**

Requirements: Fill out an application with DSI. Need consent of neighboring property – signatures of as many of the owners of private residences, dwellings & apartment houses located within 150 feet of such premises (petition of 75%). Need approval from Zoning 651-266-9008 & Animal Control 651-266-1100. Can have no more than 3 animals. For the Commercial license, the State of Minnesota Workers Compensation form needs to be filled out.

ANIMAL FOODS MANUFACTURING AND DISTRIBUTION (LC316)

Business engaged in the manufacture or distribution of animal foods.

Class R License Application
Zoning Summary

Per location per year - **\$72.00**

Inspections: Environmental Health (651-266-9090), Fire & License (651-266-9090), Zoning (651-266-9008)

ANIMAL - IMPOUNDING (LC200.07, LC200.08)

Impounded animals, (licensed dog) - **\$33.00** impound fee, **\$18.00** per day of boarding, plus sales tax.

Impounded animals, (unlicensed dog) - **\$33.00** impound fee, **\$18.00** per day of boarding, plus sales tax, **\$55.00** penalty for an unlicensed dog, and dog license fee. If dog was “running at large”, refer to ***Dog-Running at Large*** for add'l fees.

DSI - Animal Control Center (651-266-1100)

ANIMAL - INSTITUTIONAL RESEARCH - \$217.00

DSI - Animal Control Center (651-266-1100)

ANIMAL PERMIT (LC198) and (LC200.15)

Permit to maintain 3 or more dogs or cats at one address

and/or

exotic animals (i.e. badgers, bees, bison, chickens, chinchillas, deer, duck, eagles, ferret, goose, hoofed animals, lizard, pig, pot-bellied pig, mink, pheasant, pigeon, rabbits, raptor, snake, turkey, weasel, or

Animal Permit Application

Petition: Written approvals from 75% of owners and/or renters of privately or publicly owned real estate within 150 feet

List of animal species, number of each

Keeping of animals (New) - **\$71.00**

<p>similar small animals or birds)</p> <p>PROHIBITED Animals: All non-human primates such as chimpanzees & monkeys; raccoons; skunks; any large cat or member of the family Felidae (cougars, jaguars, leopards, lions, ocelots, tigers); any crossbreed or member of the family Canidae (dog/coyote, dog/wolf, coyotes, dingoes, jackals, wolves); any red-eared turtle with a shell length of less than four inches; any animal or species prohibited by Federal or Minnesota Law (Exotic Animal Law – primates/large cats/bear); any exotic animal or species when kept in such numbers or in such a way as to constitute a likelihood of harm to the animals themselves, to human beings, or to the property of human beings, or which constitutes a public or private nuisance.</p> <p>Inspection and petition approval: 4 or more dogs - Animal Control (651-266-1100) 4 or more cats – Animal Control (651-266-1100) Exotic animals – Animal Control (651-266-1100)</p>	<p>(4 or more dog/4 or more cats) Keeping of animals (Renew) -\$27.00 per year Keeping of animals - \$72.00 (Exotic animals)</p> <p><u>If permit is denied, fee is not refundable.</u></p> <p>All permits must include the “Keeping of Animals Conditions”.</p> <p>(Regulated animal site inspection fee - \$55.00.) Regulated animal registration fee - \$27.00.)</p>
<p>ANIMALS - SELLING of live animals - <i>Refer to Pet Shop for license information.</i> Inspections: Refer to Environmental Health (651-266-9132), Zoning (651-266-9008)</p>	
<p>ANNUAL / MONTHLY REPORT (DSI) Displays number of permits and licenses received, trade examinations, and monies received for the month. Don Cheney: 651-266-9145</p>	
<p>ANTIQUE DEALER <i>Refer to Second Hand Dealer (Antiques / Computer / Electronics), Multiple Dealer, or Exhibition for license information.</i></p>	
<p>APPEALS: From administrative decisions to the board of zoning appeals or planning commission and from decisions of the board of zoning appeals or planning commission to the city council. \$435.00</p>	
<p>APPLIANCE REPAIR No City License required.</p>	
<p>AREAWAYS, insurance Refer to Public Works</p>	
<p>ASBESTOS Minnesota Department of Health 651-215-0900</p>	
<p>ASSESSMENTS Saint Paul: 651-266-8858; Ramsey County: 651-266-2141; Pending Assessments (Saint Paul): 651-266-8850</p>	
<p>ASSUMED BUSINESS NAMES Businesses registering for Corporation/Assumed Business Names - Secretary of State - 100 Reverend Dr. Martin Luther King Blvd. #180 651-296-9216, 651-296-2803, 651-292-7518</p>	
<p>AUCTIONEER - Annual/Daily (State) State Law preempts the City from licensing. Ramsey County Property Records and Revenue, attn: Karen Norgard, 50 W. Kellogg Blvd., Suite 820, Saint Paul, MN 55102, phone: 651-266-2014.</p>	
<p>AUTOMOBILE REPAIR GARAGE (LC423) LC423.01(a) Business maintaining or operating an automobile or motor vehicle repair garage.</p> <p>EXEMPT from this license: work performed is done by a gasoline filling station licensed under LC424 and consists of the usual servicing of motor vehicles ordinarily performed at such stations, such as the sale and installation of frost shields, radiator hoses, spark plugs, batteries and battery cables, brake fluid, oil filters, fuses, fan belts, light bulbs and windshield wipers or such service as draining radiators; provided, however, that if such gasoline filling stations engage in the business of</p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>per location per year - \$431.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-</p>

<p>repairing mechanical parts of motor vehicles, a license shall be required.</p> <p><i>(The auto repair garage license does not include auto body repair or auto body painting.)</i></p>	<p>9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>AUTO BODY REPAIR SHOP (LC423)</p> <p>Effective 03/06/2000, CF99-1227, LC423.01(b) Business maintaining or operating an automobile body repair shop. A body repair shop is a shop which is in the business of making major or substantial repairs to the shell or body of an automobile, including frame-straightening, dent repair, and replacement or repair of parts, but not including any painting.</p> <p><i>(The auto body repair shop license does not include general auto repair nor auto body with paint shop; therefore, you must obtain a separate license for general auto repair and /or upgrade your auto body repair license to include painting shop.)</i></p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>per location per year - \$431.00</p> <p>Record check</p> <p>Inspections: Fire & License (266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>AUTO BODY REPAIR/PAINTING SHOP</p> <p>Effective 03/06/2000, CF99-1227, LC423.01(c) Business maintaining or operating an automobile or motor vehicle body repair/painting. A body repair/painting shop is a shop which in addition to the definition of Auto Body Repair Shop, performs any kind of painting of the vehicle. No license shall be issued to a body painting shop unless the building or portion of the building in which the business is operated has a spray paint booth or room which has been approved for use by the Fire Inspector.</p> <p><i>(The auto body repair/painting shop license includes auto body repair; however, the auto body repair/painting shop license does not</i></p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>per location per year - \$431.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p>

<p><i>include general auto repair; therefore, you must obtain a separate license for general auto repair.)</i></p>	<p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>BAKERY (LC331A) A food establishment that manufactures, processes, prepares, stores, handles or sells bakery products (food items such as, but not limited to, bread, rolls, buns, cakes, cookies, crackers, doughnuts, pies, pastries, pretzels and potato chips). Refer to Retail Food Establishment for license information.</p>	
<p>BANDS IN BACKYARD - Noise ordinance (LC293) Must be in compliance with the City noise ordinance. No City License required. For information regarding the City noise ordinance, contact (651-266-9133). Noise complaints should be directed to the Saint Paul Police Department.</p>	
<p>BANNERS, hanging of (LC66) Zoning (651-266-9008)</p>	
<p>BARBED WIRE FENCES, insurance (LC33.07(e)) Requires Insurance: \$200,000/\$600,000 bodily injury, \$600,000 CSL, City of St. Paul named as additional insured & an annual registration fee of \$41.00. Zoning (651-266-9100)</p>	
<p>BEAUTY/HAIR/NAIL SALON State of Minnesota, licensing Barbers - Board of Barber Examiners (651-642-0489) Cosmetology - Department of Commerce (651-296-6319) The State of Minnesota license application requires City of Saint Paul Zoning (651-266-9008) review and sign-off/approval. Note: <i>This business may include a tanning facility and/or massage center/massage practitioner services which would require a City of Saint Paul license.</i></p>	
<p>BED & BREAKFAST (LC378) Business operating in a dwelling unit located within a one or two family dwelling in which four or fewer guest rooms are rented on a nightly basis for periods of less than a week and where at least one meal is offered in connection with provision of sleeping accommodations only. There must be a 1,000 foot separation from another Bed and Breakfast. The dwelling unit must be owner-occupied. Note: <i>This business usually includes food service which would require a City of Saint Paul Food/Boarding Facility license.</i></p>	<p>Class R License Application Zoning Summary Lic fee per location per year - \$172.00 Env Plan Rev fee - \$136.00 Env Change in owner fee - \$34.00 Food/Boarding Facility license (per location per year) - \$353.00 Env Plan Rev (F/B) - \$380.00 Env Change in owner (F/B) - \$95.00 Inspections: Environmental Health (651-266-9090), Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>BEER Refer to Malt Off Sale or Malt On Sale (3.2 or Strong) for license information.</p>	
<p>BETTER BUSINESS BUREAU 2706 Gannon Road, Saint Paul, MN 55116 (651-699-1111)</p>	
<p>BEVERAGE VEHICLE Refer to Food Vehicle for license information.</p>	
<p>BEVERAGES, storage of If beverages (liquid) is stored in a warehouse, it will usually be licensed by the State of Minnesota Department of Agriculture. However, in some instances, the business will be licensed by the City of Saint Paul if more than 50% of their gross sales are retail. Refer to Food processing/packaging/distributing for City of Saint Paul license information.</p>	
<p>BICYCLE LICENSE State of Minnesota, Department of Transportation - 395 John Ireland Boulevard - 651-296-7051</p>	
<p>BILLBOARD PERMITS - Advertising sign</p>	

<p>Billboard Repair Permit Application -25% of the fee for a new sign with a minimum fee of \$70.00. (Note: There is no issuing of new billboard permits, only issuing permits for replacement billboards.) Inspection: Zoning (651-266-9008)</p>	
<p>BINGO HALL (LC403) Business that owns, manages, or controls a building and rents or leases the building to any organization for the purpose of conducting or playing the game of bingo.</p> <p>Effective 6/30/00 (CF 00-314, LC 403.05(b)), Waiver of Distance Requirement. The minimum distance requirement may be waived by City Council upon a finding by the council that the location of the proposed site would provide economic development benefits without significant negative impacts on residential or commercial uses; provided, however, that (1) the waiver could allow no more than one licensed bingo hall within two miles of another licensed bingo hall, and (2) such a waiver could not be granted to the fee owner of an existing, licensed bingo hall within a two-radius.</p> <p>Minimum distance of 2 miles from another bingo hall</p>	<p>Gambling - City License application Zoning Summary</p> <p>Copy of State license application</p> <p>Per location per year - \$195.00</p> <p>Record Check</p> <p>Inspections: Fire & License (651-266-9090), Gambling (651-266-9117), Police (651-291-1111), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>BITUMINOUS CONTRACTOR, Asphalt (LC320) Business engaged in building or repairing curbs, driveways, aprons, or boulevard areas on any street or alley or public property of the City of Saint Paul.</p> <p>Certificate of Competency not required.</p> <p><i>Prior to application, an appointment should be made with Public Works (651-266-6108) for approval and satisfactory completion of exams.</i></p>	<p>Class R License Application \$5,000.00 Sidewalk bond Certificate of Insurance: Automotive Public Liability coverage in the amount of \$100,000 bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage per accident; and Non-Automotive Public Liability coverage in the amount of \$250,000 bodily injury per person, \$500,000 bodily injury per accident, \$150,000 property damage per accident, and \$200,000 property damage all accidents during the policy period; City of Saint Paul named additional insured, 10 day notice of cancellation. BOND & INSURANCE must have same expiration dates.</p> <p>Per business per year - \$178.00</p>
<p>BLASTING, bond and insurance Contact Public Works (651-266-6151)</p>	
<p>BLOCK PARTY PERMITS (LC366) A Block Party permit enables an organization to control which food vendors and/or peddlers are allowed to operate within 2,000 feet (or 4 blocks) of the area for which a permit has been issued. Food vendors and/or Peddlers have to obtain permission from the organizers of the event in order to operate in the licensed area. Also, food vendors and/or peddlers must have a City of Saint Paul license.</p>	<p>ISSUED BY: SAINT PAUL POLICE DEPARTMENT COMMUNITY SERVICES (651-558-2350)</p>
<p>BOARDING - ANIMAL (LC200) The fee charged when an animal is impounded \$33.00 & \$18.00 per day (boarding) plus sales tax. <i>Refer to Animal-Impounding for additional fees.</i> DSI - Animal Control Center (651-266-1100)</p>	
<p>BOARDING HOUSE <i>Refer to Rooming Houses and Boarding for license information.</i></p>	
<p>BOAT LICENSE STATE OF MINNESOTA - DNR (651-296-2316 or 1-800-285-2000)</p>	
<p>BOILER LICENSE (High Pressure Steam)</p>	

BONDS, definition of terms commonly used

Principal: the contractor or person whose performance or debt is secured by the bond.

Obligee: the public entity or person to whom the obligation or promise is made and secured under the bond.

Surety: the entity promising the Obligee to answer and take over for the debt and default of the principal.

Classes of Surety bonds: fidelity, contract, fiduciary, judicial, performance, and license and permit bonds

License, Permit & Performance bond: surety's promise that the principal will perform all the terms of the underlying contract.

License and permit bond: guarantees adherence to laws and regulations of guarantees that some members of the public will be compensated for damages.

Sidewalk Bond: surety's promise that the principal will perform all the terms of the underlying contract.

The difference between Insurance and Bonds:

Insurance involves the insured and the insurer. Bonds involve a principal, obligee, and the surety.

The insurance policy is the contract. Bonds have a contract outlining the responsibilities of each party and providing the obligations of each party.

Insurance is based on the applicant's expected exposure to losses. Bonds are based on the applicant's financial capabilities.

BONDS for

PUBLIC WORKS-800 CHA	Areaways or chutes Public right of way (electrically heated sidewalk) Underground storage tanks Well drilling
PUBLIC WORKS-899 N DALE	Sidewalk, area vaults, tunnels & things in street or city Right of way Use of street or obstruction permits
ZONING (651-266-9100)	Barbed wire fences Canopy or projections from buildings Encroachment
PED-1200 CHA	Skyway bridges
LICENSE (651-266-9090)	House Sewer, Sidewalk & Bldg contractor, Trade license, sign hanger, wrecking,

BOOKS, BASEBALL CARDS, MAGAZINES, RECORDED MATERIAL (RECORDS, TAPES, CDs, etc.)

Sales from a storefront are exempt from City of Saint Paul licensing in accordance with the US Constitution, Bill of Rights, First Amendment - Freedom of Religion, Press, Expression. Ratified 12/15/1791. Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Sales conducted by individuals on public property requires a Peddler License.

BOOTING

Refer to **Vehicle Immobilization** for license information.

BOWLING CENTERS (LC322)

Business operating bowling center to bowl.

Note: *This business may require a City of Saint Paul game room, pool hall, mechanical amusement device, restaurant, liquor, entertainment, and/or cigarette/tobacco license.)*

Class N License Application
Zoning Summary

Lease/rental agreement or proof of ownership

Per location per year - **\$178.00**

Record check

Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)

Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.

BREW PUB (Off Sale)

Refer to **MALT - OFF SALE (Growler)**

BROADCASTING VEHICLE

Refer to **Sound Trucks & Broadcast Vehicle** for license information.

BUILDING CODE BOOKS

STATE OF MINNESOTA, 117 University Ave W (651-297-3000)

The International Conference of Building Officials (ICBO), 5360 Workman Mill Road, Whittier, California 90601-2298

BUILDING CONTRACTOR (LC326) - City of Saint Paul

All residential building and remodeling contractors who contract with an owner to construct or improve dwellings for habitation of one to four families (including detached garages and roofing) and perform two or more special skills must be licensed by the State of Minnesota. The owner of the structure does not need a license if they are doing the general building or remodeling themselves.

Specific City Contractor license types for city building contractor licenses:

City Contractor - Carpentry
 City Contractor - Excavation
 City Contractor - Exterior Finishing
 City Contractor - Fence
 City Contractor - General Installation
 City Contractor - Interior Finishing
 City Contractor - Pool Installer
 City Contractor - Specialty Under \$15,000.00

THE CITY BUILDING CONTRACTOR LICENSE IS REQUIRED FOR ONE-TRADE OR STATE EXEMPT CONTRACTORS ONLY.

State of Minnesota Contractor Licensing, Dept. of Labor & Industry,
 443 Lafayette Road North, Saint Paul, MN 55105.
 Phone: 651-284-5069

Proof of State exemption (if state exempt). The state issues an Exempt license for businesses which gross under \$15,000 per year.

Class R License Application

\$2,500 License, Permit, and Performance Bond

Certificate of Insurance: General liability in the amount of \$25,000/\$50,000 and Property Damage in the amount of \$5,000; City of Saint Paul named additional insured; 30 day notice of cancellation

THE LICENSE EFFECTIVE DATE should reflect the date the application was approved.

THE LICENSE EXPIRATION DATE should reflect the date the State of Minnesota Exemption card expires. HOWEVER, if the insurance and/or bond expires on a date before the expiration date of the State of Minnesota exemption card, the City license must expire concurrent with the insurance and/or bond (whichever is first)

Per business per year - **\$178.00**

BUILDING CONTRACTOR, STATE OF MINNESOTA

To check the status of a license (651-284-5065)

To file a complaint (651-296-2488)

Builders Assoc. of MN (651-646-7959)

State of MN Contractors (1-800-657-3602)

Special Skills as defined by the State of Minnesota by eight categories:

Carpentry:

rough framing
 finish carpentry
 doors, windows, & skylights
 porches, decks, excluding footings
 wood foundations
 drywall installation, excluding taping and finishing

Drywall & Plaster:

installation
 taping
 finishing
 interior plaster
 painting
 wallpapering

Excavation:

excavation
 trenching

Interior Finishing:

floor covering
 cabinet & countertop installation
 insulation & vapor barriers
 interior or exterior painting
 ceramic, marble, and quarry tile
 ornamental guardrail & installation of prefabricated stairs

Masonry & Concrete:

drain systems
 poured walls
 slabs & poured-in-place footings
 masonry walls
 masonry fireplaces
 masonry veneer
 water resistance & waterproofing

Roofing*:

*ROOFERS are required to obtain a license.

roof coverings
 roof sheathing
 roof weatherproofing & insulation
 repair of roof support system, but not

grading site grading Exterior Finishing: siding soffit, fascia, & trim exterior plaster & stucco painting rain carrying systems, including down spouts & gutters	construction of new roof support system <u>General Installation Specialties:</u> garage doors and openers pools, spas, & hot tubs fireplaces & wood stoves asphalt paving & seal coating exterior plaster & stucco ornamental guardrail & prefabricated stairs
<div> Situations that do not require a State of Minnesota Contractor's license: - Builders, remodelers, or roofers who earn less than \$15,000/year and have obtained a Certificate of Exemption. - Specialty contractors providing one special skill such as carpentry, masonry, or excavating. - Plumbers, electricians, and mechanical contractors. They are licensed by other agencies and not the Dept. of Commerce. - Homeowners doing the work on their own home. </div>	

<p>BUILDING PERMIT (LC33.03) UNIFORM BUILDING CODE SECTION 107, TABLE 1-A</p> <p>Building permits for new, or additions to, single family dwellings and duplexes are reviewed for zoning compliance by a plan examiner, unless there are questions or if located in the river corridor. Building permits for new, or additions to, commercial, industrial, multi-family residential and institutional uses need zoning review.</p> <p>A general building permit is required to construct, enlarge, alter, and repair buildings or structures. A general building permit is also required for all structural revisions to residences, garages, carports, decks and similar structures or buildings. Non-structural revisions or remodeling that do not constitute normal maintenance require a building permit if the value, including both labor and materials, exceeds \$500.00. If a residence is in a Historic Preservation Area (HPC), a permit is required for exterior work or repairs such as tuck pointing, siding or patching a roof, regardless of the value.</p> <p><u>Other work which requires a permit:</u></p> <p>Detached accessory structures, such as sheds, if they are larger than 120 sq. ft. Any such structure in the HPC, regardless of size will need a permit and approval by HPC. Accessory structures under 120 sq. ft and not in HPC do not require a permit but must comply with all provisions of the City's Zoning Ordinance for setbacks and lot coverage.</p> <p>Retaining walls supporting more than 4 feet of earth behind them.</p> <p>All fence installations. Check for height limitations.</p> <p>In-ground and above-ground swimming pools with a capacity greater than 5000 gallons. The City's zoning ordinance regulates the location of pools and hot tubs from property lines.</p> <p>Grading or filling property. A permit is not required for minor earth work associated with gardens and landscaping planters that do not affect drainage patterns. Alteration, Remodel & Repair: Fee based on total value of project. (Must include electric, plumbing, heating)</p> <p>New parking lots or loading and unloading areas, paving of unimproved lots, and modifying, reconfiguring, or adding more space to an existing parking lot /loading area. The Building Permit fee for a parking lot/loading area is one percent of the valuation, with a minimum fee of \$58.00.</p>
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<p>New Buildings or Multi-Family Residential & Commercial Additions: Require 2 sets of plans and sign-off stamp from public works, water & sewer. Site plan review is required for new multi-family or commercial construction and additions - see Tom Beach (Zoning)</p> <p>License Required if person doing the work is not the owner and the building use is 1 to 4 family dwelling unit (see Building Contractor for Licensing requirements)</p> <p>No license required if doing work that requires a building permit on Commercial Property - Owners or Contractors do not need licenses in order to take out building permits.</p> <p>BUILDING PERMIT FEES - Total Valuation - Fee</p> <p>\$1 to \$2,000 - \$28.60 for the first \$500 plus \$3.74 for each additional \$100.00 or fraction thereof.</p> <p>\$2,001 to \$25,000 - \$84.70 for the first \$2,000 plus \$16.94 for each additional \$1,000 or fraction thereof.</p> <p>\$25,001 to \$50,000 - \$474.32 for the first \$25,000 plus \$12.21 for each additional \$1,000 or fraction thereof.</p> <p>\$50,001 to \$100,000 - \$779.57 for the first \$50,000 plus \$8.47 for each additional \$1,000 or fraction thereof.</p> <p>\$100,001 to \$500,000 - \$1203.07 for the first \$100,000 plus \$6.82 for each additional \$1,000 or fraction thereof.</p> <p>\$500,001 to \$1,000,000 - \$3931.07 for the first \$500,000 plus \$5.72 for each additional \$1,000 or fraction thereof.</p> <p>\$1,000,001 and up - \$6791.07 for the first \$1,000,000 plus \$4.40 for each additional \$1,000 or fraction thereof.</p> <p><u>STATE SURCHARGE:</u></p> <p>The state valuation is \$1,000 or less, the surcharge is \$.50</p> <p>The state valuation is under \$1,000,000, the surcharge is the state valuation times .0005</p> <p>The state valuation is \$1,000,000 to \$2,000,000, the surcharge is \$500 plus .0004 times (the State Valuation minus \$1,000,000)</p> <p>The state valuation is \$2,000,001 to \$3,000,000, the surcharge is \$900 plus .0003 times (the State Valuation minus \$2,000,000)</p> <p>The state valuation is \$3,000,001 to \$4,000,000, the surcharge is \$1200 plus .0002 times (the State valuation minus \$3,000,000)</p> <p>The state valuation is \$4,000,001 to \$5,000,000, the surcharge is \$1400 plus .0001 times (the State Valuation minus \$4,000,000)</p> <p>The state valuation is \$5,000,001 and over, the surcharge is \$1500 plus .00005 times (the State Valuation minus \$5,000,000)</p> <p>PLAN REVIEW (651-266-9007)</p> <p>HISTORIC PRESERVATION Review (651-266-9078)</p> <p>SITE PLAN REVIEW (651-266-9086)</p> <p>Food Service PLAN REVIEW (651-266-9134)</p>	
<p>BULK OIL STORAGE (LC342)</p> <p>Business where large quantities of flammable liquids are stored for wholesale purposes or distribution.</p>	<p>Class R License Application Zoning Summary</p> <p>Per location per year - \$178.00</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>BURGLAR ALARM</p> <p><i>Refer to Alarm Permit for licensing information.</i></p>	
<p>BURGLAR ALARM INSTALLATION</p> <p>License required for installing Fire and/or Burglar alarm systems</p> <p>Alarm and Communications Contractor License issued by the State of Minnesota Board of Electricity (651-284-5031)</p>	<p>Electrical permit required for the installation of any hard-wire alarm.</p>
<p>BUSINESS NAME - REGISTER WITH THE STATE OF MINNESOTA</p> <p>State of MN, Secretary of State, 100 Rev. Dr. Martin Luther King Blvd. #180 (651-296-9216, 651-296-2803, 651-292-7518)</p>	
<p>BUTCHER (LC331A)</p> <p>A food establishment that manufactures, processes, prepares, stores, handles or sells animal products (portions of animals used as food, such as, but not limited to, the dressed flesh of cattle, swine, sheep, goats, wild game, poultry, fish, shellfish, shellstock and other edible animals or similar types of foods that are offered for human consumption).</p> <p><i>Refer to Retail Food Establishment for license information.</i></p>	
<p>BUYERS CARD</p> <p><i>Refer to Liquor - Buyers Card for State of Minnesota information.</i></p>	
<p>CABARETS (LC426)</p> <p>Business providing dance performance or other live entertainment, excluding theaters, liquor establishments, and public dance halls.</p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of</p>

<p>Effective December 4, 2002, Council File #02-871 - "An ordinance rescinding the requirement that cabaret license applicants hold restaurant licenses.</p> <p>LC426.01(a) No person shall engage in the business of operating a cabaret or adult cabaret without a license as provided for in this chapter. No license issued under this chapter shall be transferable from one (1) person, business, corporation, or location to another. Holders of restaurant licenses for non-liquor serving establishments shall not be required to obtain cabaret licenses, provided there are two (2) or fewer entertainment events in a month, and these events do not exceed twelve (12) in a year. This section does not apply to liquor-serving establishments which are required to obtain an entertainment license pursuant to LC411."</p>	<p>ownership</p> <p>Class A per location per year - \$178.00 Class B (Adult) - per location per year - \$178.00 (written proof that each employee is at least 18 yrs old)</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>CAR STARTING No City License required.</p>	
<p>CARWASH AND WAX Requires Zoning approval (651-266-9008) No City License required.</p>	
<p>CARPET CLEANING - (Commercial and Residential) <i>Refer to Dry Cleaning Establishments for license information.</i></p>	
<p>CATERING (LC331A) A food establishment providing, preparing, and/or serving meals to persons or groups where all food and service expenses are paid by a person or group. Retail sales of individual meals is prohibited. The preparation and delivery of box lunches from a licensed restaurant is not considered a catering function.</p> <p>Catering Limited - A caterer who prepares and serves food in a licensed food establishment and does not transport and/or serve food at a satellite location(s). A food vehicle is not permitted.</p> <p>Catering - A caterer who transports and serves food at a satellite location(s). A food vehicle license is required. Approved food transport containers shall be provided.</p> <p>Catering Add-on - A caterer who is licensed in conjunction with a restaurant. A food vehicle license shall be required to transport and serve food at a satellite location(s). Approved food transport containers shall be provided.</p> <p><i>*RECIPROCITY</i> - Another City's Catering License is acceptable in lieu of a City of Saint Paul Catering License. The caterer should show proof of a City catering license.</p>	<p>Class R License Application Zoning Summary</p> <p>Limited-per location per year- \$326.00 Env Plan Rev (limited) fee - \$380.00 Change of owner Plan Rev-\$95.00 Catering-per location per year -570.00 Env Plan Rev (catering) fee - \$625.00 Change of owner Plan Rev-\$156.25 Catering Add-on-per loc per year- 250.00 Env Plan Rev (add-on) fee - \$380.00 Change of owner Plan Rev-\$95.00 (Food Vehicle) - per vehicle per year - \$92.00</p> <p>Inspections: Environmental Health (651-266-9090), Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>CEMENT FINISHING <i>Refer to Concrete Masonry for license information.</i></p>	
<p>CERTIFICATE OF COMPETENCY, Building Trades (LC370) A Certificate of Competency is required for all Journeyman and Masters of their trade in order to work in Saint Paul. To receive a Certificate of Competency, an exam must be taken in Saint Paul. Some trades allow reciprocity with the City of Minneapolis. Refer questions regarding examinations to the Senior Inspectors at the phone numbers listed below:</p>	<p>Application for examination See EXAMS for details on taking exams</p> <p>\$17.00 per card per year \$5.00 - late fee for renewal after 01/01 \$15.00 - late fee for renewal after 04/01</p> <p>License/Permit Clerk (651-266-9090)</p>

Master/Jrny Cement Finisher 651 266-9021 Master/Jrny Concrete Mason 651 266-9021 M/J Concrete Masonry & Finish Cement 651 266-9021 Master/Jrny Gas Burner 651-266-9044 Jrny Lather 651 266-9021 Master/Jrny Oil Burner 651-266-9044 Master/Jrny Plaster 651 266-9021 Master/Jrny Plumber 651-266-9051 Master/Jrny Refrigeration 651-266-9044 Master/Jrny Steam fitter 651-266-9044 Master Warm Air 651 266-9063 Master Ventilation 651 266-9063 Jrny Warm Air & Ventilation 651 266-9063	
CERTIFICATE OF OCCUPANCY (LC33.02(d) and LC33.05 & LC 40) All buildings 3 or more residential units and commercial. The Certificate of Occupancy and all code violations are issued by Fire Prevention. The letter authorizing a temporary or permanent Certificate of Occupancy is handled by DSI. Fire Prevention (651-266-9090)	Residential \$14.00 per unit (Min: \$128.00 , Max: \$576.00 for 100 or fewer units & Max: \$720.00 for 100 or more units.) Commercial \$12.00 per 1000 sq. ft (Min: \$156.00 , Max: \$576.00 for fewer than 118,000 sq. ft, Max: \$720.00 with more than 118,000 sq ft. Additional Fees: Re-inspections - Add 50% Complaint Re-inspections - Add \$60.00 No Entry Fee - Add \$60.00 Late Fee - Add 10% Discount for No Violations - Subtract 25%
Certification letter/compliance letter, ZONING - See also <i>ZONING (HISTORY)</i> ph 651-266-9084 To certify that the property conforms to zoning requirements, C of O, flood plain, etc. Filed with DSI Research Fees - \$50 (Single Family Dwelling and Duplex); \$80 (Multi-family and commercial)	
CHECK CASHING A State of Minnesota license is only required if check cashing is the main business. Refer to Minnesota Currency Exchange for license information.	
CHILD DAY CARE If food is provided, a City of Saint Paul License will be required. Refer to Day Care Food for license information. City business license for Child Day Care repealed. Refer to State of Minnesota - Child Day Care Licensing (651-296-3971) or Ramsey County Family Child Care Licensing Program (FCC), 160 East Kellogg Boulevard, St. Paul, MN 55101 - (651-266-3779; fax 651-266-4436)	
CHIMNEY CLEANING No City License required.	
CHRISTMAS TREE SALES (LC323) Businesses that barter or sell any cut evergreen, fir, spruce or other tree of like kind for what is generally know and described as a Christmas tree. Excludes ornamental trees having a height of less than thirty-six inches which are fireproofed and sprayed with coloring and sold by florists. Location must be zoned commercial, institutional, church, or school.	Class R License Application Zoning Summary License is required per location, application filed prior to 11/1 through 1/9 the following year (no prorating) - \$72.00 per year Inspections: License (651-266-9090), Zoning (651-266-9008)
CIGARETTE / TOBACCO (LC324) Businesses selling or offering for sale at retail any tobacco (cigarettes, cigars, snuff, chewing tobacco, dipping tobacco, or any other kind or form of tobacco prepared in such a manner as to be suitable for chewing or smoking), or maintain a tobacco vending machine for the sale of tobacco.	Class R License Application Zoning Summary Verify that cigarette sales is over-the-counter Vending machines are prohibited

<p>Effective 12/15/1999 will no longer accept new or renewal license applications for cigarette sales from vending machines for any establishment that allows entrance to youth under the age of 18. State of MN Statute 461.18(2): No person shall sell tobacco products from vending machines. This subdivision does not apply to vending machines in facilities that cannot be entered at any time by persons younger than 18 years of age.</p> <p>Licensee/Business tobacco sales to minors, penalty schedule: First Offense - \$200.00 Second Offense (within 12 months of first offense)-\$400.00 Third Offense (within 18 mos. of 1st offense) - 30 day lic suspension Fourth Offense (within 24 mos. of 1st offense) - Cig Lic Revocation Clerk/Employee sales to minors, penalty schedule: First offense - \$50.00 Second offense - \$50.00</p>	<p>per site per year - \$431.00 Fee waived for the blind - \$0.00</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>CLOSE-OUT SALES (LC325) Business advertising, representing, or holding a sale of goods, wares or merchandise, an insurance, bankrupt, mortgage, insolvent, assignee's, executor's, administrator's, receiver's, trustee's, removal or closing out sale or sale of goods, wares, or merchandise damaged by fire, smoke, water, or otherwise.</p> <p><i>*Temporary license application must be submitted at least two weeks prior to the close-out sale.</i></p>	<p>Class T License application Letter stating the reason for the sale</p> <p>List of inventory including prices.</p> <p>Affidavit form</p> <p>Per location per 90 calendar days - \$72.00</p> <p>Inspection: License (651-266-9090)</p>
<p>CLOTHING RENTAL No license required.</p>	
<p>CLOTHING, SELLING OF USED Refer to Second Hand Dealer - Single Location for license information.</p>	
<p>CODE COMPLIANCE INSPECTION (NOT A VACANT BUILDING) One Trade - \$58.00 Single Family - \$138.00 Duplex - \$172.00 Contact: Code Compliance (651-266-9016)</p>	
<p>CODE COMPLIANCE INSPECTION FOR VACANT BUILDING Single Family Dwelling - \$426.00 Duplex - \$533.00 (In case of vacant total remodel (interior demo) fees are \$125 for Single family dwelling & \$145.00 for Duplex. For vacant total remodel compliance, the fee shall be due upon approval of a total remodel agreement between the applicant & DSI & shall accompany an application for a demo permit.)</p> <p>3 or more family dwelling units, contact Fire Prevention (651-266-9090) Contact: Code Compliance (651-266-9016)</p>	
<p>CODE INSPECTION General - refer to Tom Riddering: 651-266-9014 Plan Exam: 651-266-9071 Building - Senior: 651-266-9021 Electric - Senior: 651-266-9031</p>	<p>Plumbing - Senior: 651-266-9051 Mechanical - Senior: 651-266-9044 Warm Air - Senior: 651-266-9063 Elevator: 651-266-9010</p>
<p>COMMERCIAL VEHICLE, Special parking permit (LC167) For Delivery Vehicles - Allows businesses to park at meters without paying the fee between 8:00 am and 11:00 am (LC160.04); in truck loading zones (not more than 30 minutes at any one time) (LC152.09); at building entrances beyond 15 feet (LC157.09); and double parking if one lane of traffic in each direction is left unobstructed (LC157.06)</p> <p><i>Placards can be shared between vehicles operating within the same company.</i></p> <p>Vehicles exempt from Commercial Vehicle Parking placards: State of</p>	<p>Class R License Application</p> <p>Fee per vehicle - \$72.00 Government agencies only - \$0.00</p> <p><i>*This permit can be issued over-the-counter. *Placard must be laminated.</i></p>

Minnesota commercial vehicle license plates or Interstate Commerce Commission local cartage carrier (LCC), courier service carrier (CSC), contract carrier (CC), regular route common carrier (RRCC) or irregular route common carrier (IRCC) permit or placard	
COMP or COMPETENCY CARD Refer to Certificate of Competency.	
CONCRETE MASONRY & FINISH CEMENT LICENSE (Also Concrete Masonry License and Cement Finishing License separately) 1 & 2 family dwelling where concrete masonry and/or concrete finishing is being performed. Owner does not need a license if they are doing the work themselves. Examples: Pouring garage slab, poured or block work foundation for a new home, steps attached to the house, etc. (NO PERMIT REQUIRED FOR SIDEWALKS ON THE OWNER'S PROPERTY) Contractors doing concrete masonry work on 1 & 2 family dwelling units must be licensed. ANYONE DOING CONCRETE MASONRY WORK ON COMMERCIAL BUILDINGS DOES NOT NEED TO BE LICENSED	Certificate of Competency (Master Concrete Masonry & Finish Cement, Master Concrete Mason or Master Cement Finisher) required Certificate of Insurance with a combined single limit of liability for bodily injury and property damage of \$500,000 is required Worker's Compensation information and Minnesota Tax ID Concrete Masonry - \$130.00 Concrete Masonry & Finish Cement - \$130.00 Cement Finishing - \$130.00
CONDITIONAL USE PERMIT (CUP), Zoning - aka Special Condition Use Permit (SCUP) For a use that is listed in the zoning code as permitted subject to a conditional use permit. Filed with PED - Planning Division - 651-266-6589 Public Hearing held before the Zoning Committee of the Planning Commission. The full Planning Commission makes the final decision 8 days after the public hearing. \$750.00 up to one (1) acre of land \$200.00 for each additional acre of land \$180.00 additional fee for land in the River Corridor <i>Note: A holder of a conditional use permit, nonconforming use permit or variance, which the planning commission, board of zoning appeals, or city council, has approved subject to annual review, shall pay to DSI, at the time the zoning administrator provides notice of the annual review to the permit holder, an annual review fee of \$50.00.</i>	
CONTAINERS BROUGHT INTO PREMISES (LC340A.512) A licensed retailer of alcoholic beverages may prohibit any person from bringing into the licensed premises any container of alcoholic beverages, or from consuming from such a container on the licensed premises, without the licensee's permission.	
CONVERSATION/RAP PARLORS (LC413) Any establishment advertising, offering or selling the service of engaging in or listening to conversation, talk or discussion between an employee of the establishment and a customer, regardless of whether other goods or services are also required to be licensed. Excludes bona fide legal, medical, psychiatric, psychological or counseling services by a person or firm appropriately licensed; or bona fide educational institutions, or panels, seminars or other similar services offered by such institutions; or churches or synagogues.	Class N License Application Zoning Summary Lease/rental agreement or proof of ownership Class A - per location per year - \$345.00 Class B - Adult - per location per year - \$345.00 (written proof that each employee is at least 18 yrs old) Record check Inspections: Environmental Health (651-266-9090), Fire & License (651-266-

	<p>9090), and Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>COPIES / LISTS / RESEARCH DSI Policy and Procedure Book (1.6)</p> <p>Fees indicate the labor and material cost of printing and copying documents.</p> <p>Copies: Documents which contain less than twenty (20) single-sided pages shall be provided free of charge. If multiple copies are requested and total number of single-sided pages is equal to or less than twenty (20), no fee shall be required.</p> <p>The standard fee for copies shall be \$.50 per copy after twenty (20).</p> <p>Lists: The fee for any list generated by or through DSI and exceeds five (5) single-sided pages shall be \$25.00 per list</p> <p>Research: The fee for research and compilation of lists/reports shall be \$25.00 per hour regardless of length of list.</p> <p>The minimum fee for research shall be \$25.00.</p> <p>*Exemptions: No fee shall be required for any request made by District, City, County, or State Departments. Also, no fee shall be required from any individual who requests a list for any purpose other than the acquisition of personal profit or financial gain. Research fees may, however, be charged.</p>	
<p>COURTESY BENCHES (LC127)</p> <p>Any bench or seat maintained on a public street or alley for the convenience and comfort of persons waiting. (Maximum 460 City licenses per year; maximum 450 licenses per licensee)</p> <p>Specific bond requirements: Bond must be conditioned to indemnify, save harmless and defend the city from all damages, judgments, losses, claims, suits or liability of every kind arising out of the permission and authority granted to the licensee to install and maintain a courtesy bench and to indemnify the city for all costs it may incur in removal of such bench if so necessary. The bond shall state that it may not be cancelled without the consent of the department of public works of the City of Saint Paul.</p>	<p>Class R License Application Public Works Bench Location Application</p> <p>Courtesy Bench location list</p> <p>\$1,000 Bond for first licensed bench plus \$10 for each additional bench</p> <p>Certificate of Insurance: Comprehensive protective public liability insurance issued by an insurance company authorized to do business in MN; City of Saint Paul named as an additional insured; 10 day notice of cancellation.</p> <p>per bench per calendar year - \$22.00 transfer fee per bench - \$14.00</p> <p>Inspections: License (651-266-9090), Public Works (651-487-7250)</p>
<p>CROSS COUNTRY SKI PERMITS</p> <p>Permit for cross country skiing in groomed trails - agent application only</p> <p>Ramsey County Government Center - Room 820, Game & Fish (651-266-2010)</p>	

CULINARY ON SALE – WINE/MALT (LC409)

License authorizing an establishment that offers culinary classes to furnish wine not exceeding fourteen (14) percent by volume or intoxicating malt liquor on the licensed premises only in conjunction with a cooking or culinary class.

The license shall be valid on all days of the week between the hours of 12:00 pm and 12:00 am.

The establishment must offer culinary or cooking classes as part of its business. Each participant in each class must make an advance reservation for the class and each participant must make payment for the class in advance. A participant may attend no more than one (1) class per day.

The license allows that each participant may be furnished up to a maximum of six (6) ounces of wine or twelve (12) ounces of intoxicating malt liquor during and as part of the class, for consumption on the licensed premises only. The wine or intoxicating malt liquor shall be furnished only during and as a part of the class at no additional cost to the participant.

Class N License Application
Zoning Summary

NO Liquor liability insurance required.

Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease.

Copy of Purchase Agreement and/or Bill of Sale of the business

Copy of Purchase Agreement and/or Bill of Sale of the property

Copy of Articles of Incorporation

Proof of Culinary School

Two original State of Minnesota Wine applications (Add the word "Culinary" in front of the word "Wine" on the forms.)

Federal and State Income Tax Returns for the past three years

Record check

Per location per year - \$217.00

Inspections: Environmental Health, Fire & License (651-266-9090), Zoning (651-266-9008)

Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.

<p>CURB CUTS Public Works (651-266-6120)</p> <hr/> <p>CURRENCY EXCHANGE <i>Refer to Minnesota Currency Exchange for license information.</i></p>	
<p>CUSTOMER APPRECIATION - FOOD SALES (LC331A) A license to sell food in conjunction with a business' customer appreciation event where the food operations shall be restricted to the menu items, food preparation methods and equipment that have been submitted with the application and approved by the director of environmental health. Any change in menu items, food preparation methods and/or equipment shall require approval by the director of environmental health prior to the event. Food sales shall be limited to the building in which the business is located or exterior areas contiguous to the building.</p> <p>This license shall be valid for only one event that shall not exceed three (3) consecutive days.</p> <p>A business shall be limited to not more than two (2) such events within a twelve-month period.</p>	<p>Special Event Food Sales License application</p> <p>\$55.00 per event</p> <p>Inspections: Environmental Health & License (651-266-9090)</p> <p>(cash payment required if applying less than eight (8) days before the event)</p> <p>The following fees are charged in addition to the regular license fee: if applying 3 days before the event Late fee - \$27.00 if license is issued on-site by the inspector Emergency fee - \$55.00</p>
<p>DANCE OR RENTAL HALL (LC405) Public Dance Hall - any room, place or space open to general public patronage in which is carried on dancing wherein the public may participate, whether or not a charge for admission for dancing is made; and a public dance is hereby defined to be one which is or may be attended by the public generally, whether or not a charge for admission for dancing is made.</p> <p>A dance hall license is not required for a dance to be conducted on the campus of a bona fide elementary or secondary school, vocational or trade school, college or university, or like educational institution. However, other licenses i.e. Special Event Food, Temporary Liquor/Malt Licenses may be required.</p> <p>Rental Hall - Any building, room, premises, facility, or portion thereof which is available for use by any person or persons upon the payment of a fee.</p> <p>LC405.04(c) - Intoxicating liquor prohibited. It is unlawful to sell any intoxicating liquor at or in connection with any public dance, and no such dance shall be held or conducted in any room or hall opening into or connected with any place where intoxicating liquors are sold or</p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>Per location per year - \$178.00 Government agencies - \$0.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>

<p>dispensed.</p> <p>LC405.04(d) - Hours. No public dance shall be held or conducted between the hours of 12:00 a.m. (midnight) and 6:00 a.m. of any day; provided, that no public dance shall be held or conducted on Sunday during the hours preceding 12:00 noon thereof.</p>	
<p>DAY CARE FOOD (LC331A)</p> <p><u>Day Care Food - Limited:</u> A day care facility where food preparation shall be limited to snacks (foods that require limited, on-site food handling or service, including but not limited to fruits, cereals, prepackaged bakery products, candy and chips). On-site preparation of potentially hazardous foods shall not be permitted under this license.</p> <p><u>Day Care Food:</u> A day care facility where food is prepared and served on-site.</p>	<p>Class R License Application Zoning Summary</p> <p>Day Care Food - per site per year - \$109.00 Day Care Food-Limited - per site per yr - \$55.00 Day Care Food-Limited - Fee Waived - \$0.00</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>DAY CARE LICENSE FOR PRIVATE HOMES</p> <p>Ramsey County Family Child Care Licensing Program (FCC), 160 East Kellogg Boulevard, St. Paul, MN 55101 (651-266-3779; fax 651-266-4436) <i>Refer to CHILD DAY CARE for commercial day care facility licensing information.</i></p>	
<p>DEMOLITION PERMITS (LCC33)</p> <p>PERMIT REQUIRED FOR WRECKING OF BUILDINGS OR STRUCTURES</p> <p>Separate from Asbestos Abatement Permits for asbestos removal can be obtained by calling the Pollution Control Agency at 651-296-6300</p> <p>PERMIT FEE: FIVE DOLLARS (\$5.00) PER ONE THOUSAND (1,000) CUBIC FEET OR FRACTION THEREOF, MINIMUM PERMIT FEE IS \$70.00.</p> <p>Permits for interior demolition are classified as general building permits (see building permits)</p> <p>Licensed contractors may obtain permits to demolish dwelling units of any size or commercial buildings. Homeowners may obtain permits to demolish a residential garage without a license. Homeowners may not obtain permits to demolish any residential dwelling unit. Homeowners may obtain a wrecker license, then a wrecking permit.</p>	<p>PLAN EXAMINERS: 651-266-9007</p> <p>AREA INSPECTORS - 651-266-9002</p> <p>TO SCHEDULE AN INSPECTION, CALL YOUR AREA INSPECTOR BETWEEN 7:30 AND 9:00 AM - MONDAY THROUGH FRIDAY</p> <p>License/Permit Clerk (651-266-9090)</p>
<p>DETERMINATION OF SIMILAR USE</p> <p>When a specific use is not listed in a district, the Planning Commission shall determine if a use is similar to other uses permitted in each district.</p> <p>Public Hearing held before the Planning Commission, Zoning Committee Full Planning Commission makes final decision 8 days after public hearing.</p>	<p>Application filed with PED - Planning</p> <p>\$615.00</p>
<p>DEVELOPMENT DISTRICTS</p> <p>Downtown, University / Dale, Selby Ave, Midway / I-94, 249 West 7th St, 2431 West 7th St, 2728 Gannon Rd, 2082 Ford Parkway, Amtrak Station, Energy Park Area, 1003 Arcade St & Head House Commercial Development Dist.</p>	
<p>DOG COMPLAINTS</p> <p>DSI - Animal Control Center phone: 651 266-1100, fax: 651 266-1120</p>	
<p>DOG GROOMING Mobile or Storefront <i>Refer to Pet Grooming Facility for license information.</i></p>	
<p>DOG, Dangerous</p> <p>The owner of an animal which has been identified as dangerous must</p>	<p>Annually show proof of public liability insurance paid in full in the minimum</p>

<p>notify the environmental health officer in writing if the animal has died (no later than fourteen (14) days after the animals death) or is to be relocated from its current address or given or sold to another person (at least fourteen (14) days prior to the relocation or transfer of ownership).</p> <p>The owner must provide and maintain a proper enclosure as specified in Saint Paul Legislative Code 200.12(c)(3). If the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash (not to exceed six (6) feet in length) and under the physical restraint of a person eighteen (18) years of age or older.</p> <p>Post the front and the rear of the premises with clearly visible warning signs, including a warning symbol to inform children, that there is a dangerous animal on the property as specified in MN Statute 347.51.</p> <p>The dog must have an easily identifiable, standardized tag identifying the dog as dangerous affixed to the dog's collar at all times. The dog must be sterilized at the owner's expense.</p>	<p>amount of three hundred thousand (\$300,000). If the animal is impounded, proof of insurance must be demonstrated prior to the animal's release.</p> <p>Show proof of microchip identification</p> <p>The dog must be registered with Ramsey County within fourteen (14) days after the date the animal was deemed dangerous</p> <p>The dog must have a Lifetime Dog (altered) license and be up-to-date on rabies vaccination</p> <p>Annual registration fee (Saint Paul residents only) - \$82.00</p> <p>Christine Rozek (651-266-9108)</p>																
<p>DOG, Potentially dangerous</p> <p>The owner of an animal which has been identified as potentially dangerous must notify the environmental health officer in writing if the animal has died (no later than fourteen (14) days after the animals death) or is to be relocated from its current address or given or sold to another person (at least fourteen (14) days prior to the relocation or transfer of ownership).</p>	<p>The dog must have a Lifetime Dog license and be up-to-date on rabies vaccination</p> <p>Christine Rozek (651-266-9108)</p>																
<p>DOG, Impounded and licensed (LC200) \$33.00 impounding fee, plus \$18.00 per day (for boarding), plus sales tax. If dog was "running at large", refer to Dog-Running at Large for additional fees.</p>																	
<p>DOG, Impounded and unlicensed (LC200) \$33.00 impounding fee, plus \$18.00 per day (for boarding), plus sales tax, plus \$55.00 penalty for unlicensed dog, and dog license fee. If dog was "running at large", refer to Dog-Running at Large for additional fees.</p>																	
<p>DOG LICENSE (LC200)</p> <p>No person shall own, harbor, keep or maintain in the City of Saint Paul any dog over three (3) months of age without a license.</p> <p>A license is required if the dog is owned, harbored, kept or maintained for (3) consecutive days or more, except that no license shall be required for dogs whose owners are temporarily within the city nor to dogs brought into the city for the purpose of participating in any dog show.</p> <p>A Regular licensee is an owner under age 62.</p> <p>A Senior licensee is an owner age 62 or older.</p> <p>As per Legislative Code 200.05, Dog tags shall not be transferred from one (1) dog to another.</p> <p>Must submit proof of rabies vaccination.</p> <p>If the dog is spayed/neutered, written proof must be submitted.</p> <p>(*Lifetime applicants need to submit a copy of the veterinarian certification of microchip implant and rabies vaccination certificate. The issued tag is updated whenever the rabies vaccination is due.)</p>	<p>Dog License application</p> <p>Service Dogs (Fee Waived with proof of certification of training as a service dog)</p> <p>Regular/altered - \$11.00 Regular/unaltered - \$55.00 Senior/altered - \$5.00 Senior/unaltered - \$27.00 Lifetime regular/altered - \$33.00 Lifetime regular/unaltered - \$65.00 Lifetime senior/altered - \$17.00 Lifetime senior/unaltered - \$33.00 Dangerous Lifetime/altered-\$33.00 Dangerous Lifetime/unaltered-\$65.00 Sr Dangerous Lifetime/altered-\$17.00 Sr Dangerous Lifetime/unaltered-\$33.00</p> <p>Replacement license per dog - \$5.00</p>																
<p>DOG-RUNNING AT LARGE (RAL), Additional Fees for Each Dog (Impound fee is \$33.00, boarding fee is \$18.00 per day, plus sales tax)</p> <table><tr><td></td><td><u>1st Time</u></td><td><u>2nd Time</u></td><td><u>3rd Time</u></td></tr><tr><td><u>Running at large, licensed, is spayed or neutered:</u></td><td>Impound fee</td><td>Impound fee</td><td>Impound fee</td></tr><tr><td></td><td>Boarding fee</td><td>Boarding fee</td><td>Boarding fee</td></tr><tr><td></td><td></td><td>\$50 penalty (RAL)</td><td>\$100 penalty (RAL)</td></tr></table>			<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>	<u>Running at large, licensed, is spayed or neutered:</u>	Impound fee	Impound fee	Impound fee		Boarding fee	Boarding fee	Boarding fee			\$50 penalty (RAL)	\$100 penalty (RAL)
	<u>1st Time</u>	<u>2nd Time</u>	<u>3rd Time</u>														
<u>Running at large, licensed, is spayed or neutered:</u>	Impound fee	Impound fee	Impound fee														
	Boarding fee	Boarding fee	Boarding fee														
		\$50 penalty (RAL)	\$100 penalty (RAL)														

<u>Running at large, not licensed, is spayed/neutered:</u>	Impound fee Boarding fee License fee \$55 penalty (no lic)	Impound fee Boarding fee \$50 penalty (RAL) \$55 penalty (no lic)	Impound fee Boarding fee \$100 penalty
<u>Running at large, licensed, not spayed/neutered:</u>	Impound fee Boarding fee \$100 penalty (not altered)	Impound fee Boarding fee \$50 penalty (RAL) \$150 penalty (not altered)	Impound fee Boarding fee \$100 penalty (RAL) \$200penalty (not altered)
<u>Running at large, not licensed, not spayed/neutered:</u>	Impound fee Boarding fee License fee \$55 penalty (no lic) \$100 penalty (not altered)	Impound fee Boarding fee \$50 penalty (RAL) \$55 penalty (no lic) \$150 penalty (not altered)	Impound fee Boarding fee \$100 penalty (RAL) \$200 penalty (not altered)
DORMITORIES <i>Refer to Rooming and/or Boarding House for license information.</i>			
DRIVEWAYS NO BUILDING PERMIT REQUIRED, Requires Public Works Sidewalk Permit Requires Bituminous (Asphalt) Contractor License or Sidewalk (Cement) Contractor License *New curb opening must be approved by Public Works (651-266-6087)			
DRY CLEANING ESTABLISHMENTS AND PICKUP STATIONS; Laundries (LC327) Laundry/Dry-cleaning Pick Up Station - business of accepting clothes or other materials which are to be laundered or dry-cleaned by a licensed laundry or dry cleaning station from the public for washing or cleaning purposes for a charge. Laundry/Dry-cleaning Plant - business of operating a laundry or dry cleaning establishment engaged in the business of washing or cleaning materials, includes the business of coin-operated laundries, rug and/or carpet cleaning.		Class R License Application Zoning Summary (Pick Up Station) - per site per year - \$72.00 (Plant) - per site per year - \$178.00 Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)	
DUMPSTER PERMIT - Same as Use-of-Street permit Public Works (651-266-6151 or fax/ 651-298-4559) Traffic Operations, 899 North Dale Street, Saint Paul, MN 55117 - Downtown Desk, 25 West 4th Street or 800 City Hall Annex			
DUPLICATE/REPLACEMENT IDENTIFICATION CARD For Peddlers, Solicitors, Taxicab Drivers Licenses - Per card - \$6.00			
ELECTRIC APPLIANCE REPAIR No City license required			

ELECTRICAL PERMIT (LCC33)

State of Minnesota Electrical Contractor License required (State Board of Electricity: 651-284-5031)

ELECTRICAL: No person shall perform any new electrical installation in any construction, remodeling, replacement or repair, except minor repair work as defined by the State Board of Electricity, without first obtaining a permit to do such work from the Building Official. A separate permit shall be obtained for each building or structure.

Homeowner/Homesteader may take out permits to do electrical work on 1 and 2 family dwellings they homestead/live in. When taking out electrical permits to do electrical work on 2 family dwellings (duplexes), homeowner/homesteader may only do the electrical work on the side/half that they live in.

Business owners or owners of commercial property cannot take out permits to do electrical work. They must have a licensed electrical contractor do the work and take out the permit.

Licensed electrical contractors with the State of Minnesota may do any electrical work in Saint Paul with an electrical permit.

MINIMUM FEES: 1) All electrical work for a one family dwelling has a minimum fee of **\$43.00**.
2) All multi-family (2 or family dwelling units), commercial and industrial electrical work have a minimum fee of **\$58.00**.

Service: New service, change of service, temporary service, addition, alteration or repair: 600 Volts or Less - **\$58.00**

Circuits: (New, Alterations or Repairs): 600 Volts or Less: Each Circuit/Subfeeder - **\$12.00**

TRAFFIC SIGNALS: **\$42.00** for each service location plus **\$8.00** for each standard, plus service fee if applicable.

STREET LIGHTING: **\$31.00** for each control unit plus **\$8.00** for each standard, plus service fee if applicable.

FIRE ALARM SYSTEMS: (Under Article 760 of the National Electrical Code) **\$67.00** for each control panel, plus **\$1.70** for each device.

REMOTE-CONTROL, SIGNAL CIRCUITS, LOW-ENERGY & LOW VOLTAGE POWER CIRCUITS: (For other than single family dwellings.) **\$52.00** per control unit, **\$1.70** for each device.

TRANSFORMERS, GENERATORS, CAPACITORS for light, heat and power: **\$34.00** per unit, plus \$1.00 per KVA, KVAR or fraction thereof. In addition, the fee for all transformers for signs and outline lighting: **\$42.00 per sign**.

ELECTRICAL SIGNS: **\$42.00** per each sign.

ELECTRIC SPACE HEATING: (If electric heat is the primary source of heat for the building, a heat loss calculation is also required.) Specify number of units and total wattage.

0 to 4000 Watts: **\$18.00**, 4001 watts and above **\$25.00**.

CARNIVALS, CIRCUSES & SIMILAR EVENTS: Rides & concessions **\$25.00** each.

SWIMMING POOLS: **\$67.00** plus circuit charge. (See CIRCUITS AND SUBFEEDERS above.)

Alterations, repairs or extension of electrical systems where work is of a nature that can't be determined by above, permit fee, shall be based on 1% of total valuation. Minimum fee: **\$70.00**

TO SCHEDULE AN INSPECTION, CALL YOUR AREA INSPECTOR (651-266-9003) BETWEEN 7:30 AND 9:00 AM
- MONDAY THROUGH FRIDAY

ADDITIONS TO PERMIT: Fill out the form as if you were applying for a new permit. Indicate only the additional work being installed and in the comments area of this form indicate the original permit number you are adding to. Do not pay the state surcharge.

ELECTRICIAN LICENSE

State of Minnesota - Board of Electricity (651-642-0800)

ELEVATOR OPERATOR LICENSE

This license is required for the manual operation of a passenger elevator.

Building Trades Business License
Application

Applicant must be 18 years of age.

A written test is taken in the DSI Office.

Two (2) weeks training is required prior to taking the test.

\$2.00 - New application

\$1.00 - Renewal fee

ELEVATOR PERMIT & INSPECTIONS (LC33 and LC38) AKA Vertical Transportation Device

ELEVATOR PERMITS: Fees determined by new construction, repair or alterations.

1.5% of total valuation of the work with a minimum fee of **\$125.00**.

State surcharge is based on valuation of the job:

\$1.00 to 1,000.00 is a 50 cent state surcharge

\$1,001.00 and up is .0005 times the value of the job.

ALL WORK MUST COMPLY WITH THE LATEST EDITION OF A17.1.

ELEVATOR INSPECTIONS - ANNUAL INSPECTION FEE:

1. Power driven passenger and freight elevator:

Up to 5 floors in height	\$84.00
6 to 10 floors in height	\$96.00
11 to 20 floors in height	\$107.00
21 or more floors in height	\$120.00

- | | |
|--------------------------|----------------|
| 2. Dumbwaiter | \$59.00 |
| 3. Moving Stairway | \$59.00 |
| 4. Dock lift | \$59.00 |
| 5. Hand powered Elevator | \$59.00 |
| 6. Man lift | \$59.00 |

FIELD INSPECTORS OFFICE HOURS 7:30 TO 9:00 AM (651-266-9010)

ELEVATOR REPAIR LICENSE

State of Minnesota - State Administration Department (651-296-1189)

<p>ENTERTAINMENT (LC411) Issued in conjunction with a Liquor, Wine, and/or Malt On Sale License</p> <p>A - Amplified or non-amplified music and/or singing by performers without limitation as to number, and group singing participated in by patrons of the establishment. (Includes karaoke)</p> <p>B - All activities allowed in Class A, plus dancing by patrons to live, taped or electronically produced music, and which may also permit volleyball and broomball participated in by patrons or guests of the licensed establishment plus stage shows, theater, and contests. In all of the activities in Classes A and B, all of the participants, including patrons, shall be fully clothed at all times.</p> <p>C - All activities allowed in Classes A and B, plus performance by male or female performers without limitation as to number, where clothing is minimal but in compliance with chapters 409.09 and 410.05 of the legislative code.</p> <p>Effective 09/08/2007, Sec 411.04, Limitations of this license. Only establishments holding on sale intoxicating liquor licenses are eligible for Class B & Class C Entertainment Licenses. A holder of a wine and/or intoxicating malt liquor licenses may only obtain a class A Entertainment license. Any licensee with a wine and/or intoxicating malt liquor license that holds an Entertainment B or C license on the date this ordinance is effective, may continue to hold that license unless or until the license is revoked or expires.</p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>Entertainment B and C requires a petition of 60%-90% of private residences, dwellings and apartment houses within 350 feet</p> <p>(A) - per location per year - \$236.00 (B) - per location per year - \$572.00 (C) - per location per year - \$2,717.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>ENTERTAINMENT-TEMPORARY (LC411) Sec. 411.05. One-day license. An establishment with an annual City liquor license may apply for a temporary entertainment license valid for a twenty-four hour period. Such application shall be made in the manner prescribed in this chapter and shall be subject to the same requirements regarding inspection and floor space as provided elsewhere in this chapter. No location shall be granted more than three (3) such licenses per calendar year. Such licenses shall not require the consent of owners and occupants of adjacent properties.</p> <p>An establishment that already has an annual entertainment license is not required to obtain a temporary entertainment license.</p> <p>Note to DSI Staff: Notify - Police (Central Team - Downtown to Rice; East Team - Payne, Arcade, Minnehaha; Southwest Team - Grand, Summit, Highland; Northwest Team - University, Thomas, Dale) Extended to _____ on _____ between the hours of _____</p>	<p>Class T License application</p> <p>Attach a letter requesting the entertainment license including the name and date of the event, hours of operation, and location of entertainment.</p> <p>Per one-day license - \$29.00</p> <p>Inspection: License (651-266-9090)</p>
<p>ESCORT SERVICE No City license required.</p>	
<p>ESTATE JEWELRY No City License required to sell estate jewelry. Refer to Precious Metal Dealers for Ramsey County license information.</p>	
<p>ESTATE SALES</p>	

EXAMS

EXAM DATES VARY

QUESTIONS ABOUT EXAMS: Senior Trade Inspector (see chart below for specific trade contact)

TRADE LICENSE IN ST PAUL: Must hold master competency card in that specific trade.

QUESTIONS ABOUT SPECIFIC TRADES, CALL BETWEEN 7:30 AND 9:00 AM

	MASTER	JOURNEYMAN	CONTACT
CEMENT MASONRY/FINISH CONCRETE (must be in trade for 7+yrs)	\$82.50	----	651-266-9021
GAS BURNER A	\$82.50	\$55.00	651-266-9044
LATHER	\$82.50	\$55.00	651-266-9021
OIL BURNER	\$82.50	\$55.00	651-266-9044
OTHER FUELS	\$82.50	\$55.00	651-266-9044
PLASTER	\$82.50	\$55.00	651-266-9021
REFRIGERATION A	\$82.50	\$55.00	651-266-9044
STEAM FITTING A	\$82.50	\$55.00	651-266-9044
MASTER WARM AIR	\$82.50	----	651-266-9063
MASTER VENTILATION	\$82.50	----	651-266-9063
WARM AIR / VENTILATION	----	\$55.00	651-266-9063

EXCAVATION

Refer to GRADING PLAN REVIEW (651-266-9007)

EXHAUST SYSTEM/RESTAURANT CLEANING

No City license required.

EXTENSION OF LIQUOR SERVICE AREA; Permanent

Refer to **Liquor-Extension of Service Area (Patio)** for license information.

EXTENSION OF RESTAURANT SERVICE

Refer to either **Restaurant (E) Extension** (if on private property) or **Sidewalk Café** (if on City property) for license information.

Refer to **Special event food sales - Extension** for one-time event license information.

EXTRA INSPECTION FEE

\$70.00 - each additional building inspection

FARMERS MARKET

Refer to **Retail food establishment-Farmers' market** for license information.

For homegrown produce - MN Growers Association (651-227-8101)

FENCE PERMIT (LCC33)

Homeowner (does not have to homestead) may take out permits to put up a fence in owner's yard.

PERMIT REQUIRED:

NON-OBSCURING FENCE (Chain Link, Rail, Etc.)

PRIVACY FENCE

BARBED WIRE FENCE (For Commercial Property Only)

Certificate of Insurance Required & annual registration fee of \$41.00.

PERMIT REQUIREMENTS:

1. ALL LOT DIMENSIONS
2. LOCATION OF THE DWELLING UNIT AND/OR OTHER STRUCTURES.
3. STREET AND ALLEY LOCATIONS.

PLAN EXAMINERS - 651-266-9007

Sr. Bldg Inspector: 651-266-9021

AREA INSPECTORS - 651-266-9002

TO SCHEDULE AN INSPECTION, CALL YOUR AREA INSPECTOR BETWEEN 7:30 AND 9:00 AM MONDAY THROUGH FRIDAY

License/Permit Clerks (651-266-9090)

FEES: **\$37.00** FOR THE FIRST 200 LINEAL FEET OR FRACTION THEREOF ERECTED AND **\$13.00** FOR EACH ADDITIONAL 100 LINEAL FEET OR

4. LOCATION AND HEIGHT OF FENCE SEGMENTS.	FRACTION THEREOF.
FENCE VARIANCE UNUSUAL SITE OR TERRAIN CONDITIONS MAY WARRANT A FENCE VARIANCE. Fence permits cannot be issued without the fence variance in these instances.	PLAN REVIEW (651-266-9007) FEE IS: \$70.00
FERTILIZER APPLICATION Refer to Lawn Fertilizer and Pesticide Application for license information.	
FILL PERMITS Required when filling greater than one foot in depth on flat terrain with more than 50 cubic yards of material. Zoning needs to sign-off on the permit - it may require a site plan review. No dumping of demolition material or waste allowed.	
FILMING MOVIES IN SAINT PAUL Mayor's Marketing Office (651-266-6649)	
FINISHING SHOP (LC371) A building or part thereof used for the application of flammable finishes by means of spraying, dipping or brushing. This license includes silk screening.	Class R License Application Zoning Summary Per location per year - \$72.00 Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)
FIRE ALARM INSTALLATION An Alarm and Communications Contractor License is required, contact State of Minnesota Board of Electricity (651-284-5031). A City of Saint Paul electrical permit is required for the installation of any hardwire alarm.	
FIRE MARSHAL STEVE ZACCARD (651-228-6230) 100 East 11th Street, Saint Paul, MN 55101	
FIRE REPAIR PERMIT/REPORT Needed to do repairs on fire damaged buildings. Person taking out fire repair/building permit needs fire report which was done by AREA BUILDING inspector. Report is kept at plan review. Plan Review (651-266-9007)	
FIRE SPRINKLER Refer to Fire Suppression for permit information.	
FIRE SUPPRESSION PERMIT (LC33) Contact Fire Prevention, Angie Leitner (651-266-9090) Standpipes, sprinklers & fire pumps; new installations, repairs or alterations: The minimum fee shall be \$42.00 in addition to which the following fees shall be paid: Standpipes: \$64.00 for each standpipe for the first 5 floors, plus \$7.00 for each floor above the fifth. Sprinklers: \$15.50 for each additional 10 sprinkler heads or fraction thereof. Fire pumps: \$50.00 for each pump. Fire extinguishing systems utilizing an extinguishing agent other than water, new installations, repairs or alterations: The fee shall be one percent of the valuation of the installation, repair or alteration with a minimum fee of \$42.00.	

<p>FIREARMS (LC225.08) Business engaged in selling or dealing in firearms or ammunition.</p> <p>Zoning: I1 - Permitted, with a Conditional Use Permit I2 - Permitted I3 - Permitted</p> <p>LC65.520 A gun shop is a business within which a federally-licensed firearms dealer is engaged in the sale, lease, trade or other transfer of firearms. Excepted from this definition are: (1) federally-licensed firearms dealers engaged only in gunsmithing, repair, cleaning or other maintenance of firearms; (2) federally-licensed firearms dealers engaged only in processing Internet-based or mail-order sales to other licensed dealers where neither the display, inspection nor physical transfer of the firearm occurs on or near the premises; and (3) single retail businesses, which are federally-licensed, with more than 50,000 gross square feet of floor area for which the sale of firearms is projected to account for less than ten (10) percent of its annual gross sales. Standards and conditions: (a) The gun shop or shooting gallery shall be located at least one thousand (1,000) radial feet from any residentially zoned property and from any "protected use," defined as: a group day care center which has a business sign indicating this use; a house of worship; a public library; a school (public, parochial or private elementary, junior high or high school); a public regional park or parkway, public park, public recreation center or public specialized recreation facility as identified in the parks and recreation element of the Saint Paul Comprehensive Plan. The distance shall be measured in a straight line from the closest point of the property line of the building in which the gun shop is located to the closest point of the property line of the protected use. (b) The gun shop or shooting gallery shall meet the required firearms dealer security standards as mandated by Minnesota Statutes, section 624.7161.</p>	<p>Class N License Application. Zoning Summary</p> <p>Copy of Federal Firearms Permit.</p> <p>Lease/rental agreement or proof of ownership.</p> <p>Per location per year - \$345.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9108), Police, Zoning (651-266-9081)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>FIREPLACE PERMITS</p> <p>Masonry Fireplace: Needs building permit and must have masonry or general contractor license.</p> <p>Gas Log Fireplace: Needs plumbing permit and must have gas burner license or plumber/gas fitter license.</p> <p>Zero Clearance or Factory Built Fireplace: Needs Mechanical permit or Plumbing permit if it's a gas unit. (Plumbing or Gas burner license required) Needs Mechanical permit if solid fuel (coal or wood). Permit can be issued with a building contractor's license, does not require a mechanical license)</p> <p>Wood Burning Stove: Needs a Mechanical permit License/Permit Clerks (651-266-9090)</p>	
<p>FIREWORKS</p> <p>A fireworks vendor setting up in a parking lot (private property) must submit a letter showing proof of the property owner's consent. This vendor does not require a peddler license. However, Zoning requires a Special Condition Use Permit for outdoor sales in a B-3 Zoning District. Outdoor sales are not allowed in Residential Districts R-1 through R-4, OS-1, B-1, nor B-2 Zoning Districts. No required parking may be displaced to accommodate the outdoor sales. *In other words, enforcement action will be taken by zoning staff because the peddler is not allowed to setup (long-term) in the private parking lot.</p> <p>All fireworks vendors must be referred to Fire Prevention (651-266-9090).</p>	
<p>FISH OR SEAFOOD, fresh (selling from a vehicle) - <i>Refer to Mobile food vehicle for license information.</i></p>	
<p>FISHING LICENSE - AGENT ONLY Ramsey County, Room 830 (651-266-2010)</p>	
<p>FISHING LICENSE - INDIVIDUAL State of Minnesota DNR (651-296-4506)</p>	

FLEA MARKET (Indoor) For permanent indoor operation (NO food preparation, sales, and/or service) - <i>refer to Second Hand Dealer-Multiple Dealer for license information.</i> For temporary indoor operation (NO food preparation, sales, and/or service) - <i>refer to Second Hand Dealer-Exhibition for license information.</i>	
FLEA MARKET (Outdoor) 07/01/2004 For permanent and/or temporary outdoor operation, please refer to a Project Facilitator (651-266-9103).	
FLYERS , distribution of No City License required.	
FOOD/BOARDING FACILITY (LC331A) An establishment where food is prepared and/or served to occupants of a licensed bed and breakfast, rooming and/or boarding house or supervised rooming and/or boarding house.	Class R License Application Zoning Summary Lic fee per location per year - \$353.00 Env Plan Rev fee- \$380.00 Env Change in owner fee- \$95.00 Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)
FOOD/INSTITUTIONAL FACILITY (LC331A) An establishment where food is prepared and served in a nonprofit place of worship.	Class R License Application Zoning Summary Food/Inst Facility, per location per year \$55.00 Food/Inst Facility-Fee Waived - \$0.00 Env Plan Rev fee - \$136.00 Env Change in owner fee - \$34.00 Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)
FOOD GIVE-AWAY (LC331A) Refer to Special Event Foods Sales - Food Give-away for license information.	
FOOD MANAGER As of July 1, 2000, food establishments need to employ one person who has a Minnesota Food Manager Certificate. Each Food Manager Certificate is valid for 3 years. Minnesota Department of Health, 651-201-4500, option #4 Environmental Health Division-Environmental Health Services 625 No. Robert St, Saint Paul, MN	State Application Copy of your exam certificate Proof that you have attended a food manager course \$28.00 check to the MN Dept of Health
FOOD PROCESSOR (LC331A) On 01/15/2003, the City of Saint Paul Food Processor license was repealed. Through a delegation agreement between the City and the Minnesota Department of Agriculture, the City has agreed to discontinue the licensing and inspection of food processing establishments where the total gross sales from the wholesale processing, manufacturing, and/or distributing operations exceed 50% of the establishment's gross sales. <i>Refer to Food processing / packaging / distributing for City of Saint Paul license information where the retail sales exceed 50% of the establishment's gross sales.</i>	
FOOD PROCESSING/PACKAGING/DISTRIBUTING (LC331A) An additional operation within a restaurant or other food establishment that is not a wholesale food processor, manufacturer, or distributor but involves the processing and/or packaging of food products that are	Class R License Application Lic fee per site per year - \$217.00 Fee per vehicle per year - \$92.00

<p>distributed to and/or sold at another location. A licensed food vehicle shall be required to transport food products.</p> <p>The total gross sales of this license shall not exceed 50% of the establishment's gross food sales. If the gross sales for this license exceeds 50% of the establishment's gross food sales, they must be licensed by the State of Minnesota Department of Agriculture.</p>	<p>Env Plan Rev - \$380.00 Env Change in owner - \$95.00</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>FOOD SALES, Customer Appreciation (LC331A) <i>Refer to Customer Appreciation - Food sales for license information.</i></p>	
<p>FOOD SALVAGE (LC331A and LC374) <i>Refer to Retail Food Secondary Facility - Salvage for license information.</i> Salvage shall mean to recover or process damaged or deteriorated food and/or pet products for resale. On 01/15/2003, CF02-1028 - The City of Saint Paul Food Salvage license was repealed. Through a delegation agreement between the City and the Minnesota Department of Agriculture, the City has agreed to discontinue the licensing and inspection of food salvage establishments where the total gross sales from the salvage operations exceed 50% of the establishment's gross sales.</p>	
<p>FOOD SERVICE / K-12 SCHOOL (LC331A) K-12 School Food Service - A public or private school through grade twelve with a food service facility that receives and prepares meals requiring extensive food preparation or handling. K-12 School Food Service-Limited - A public or private school through grade twelve with a food service facility that receives and prepares meals from another licensed food establishment. Only limited on-site food preparation or handling is allowed.</p>	<p>Class R License Application</p> <p>Food Service lic fee per location per year - \$217.00 Env Plan Rev fee - \$272.00 Env Change in owner fee - \$68.00 Food Limited lic fee per location per year - \$109.00. Env Plan Rev fee - \$136.00 Env Change in owner fee- \$34.00</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>FOOD SHELF <i>Refer to Retail food establishment-nonprofit for license information.</i></p>	
<p>FOOD STAMPS Eligibility for food stamps is based on income, your assets and family size. Working people are eligible if their income qualifies. For recorded message on application procedures and qualifications, call 651-266-4005. Ramsey County Human Services Department (651-266-4444)</p>	
<p>FOOD VEHICLE (LC331A) A vehicle used for transporting food products.</p>	<p>Class R License Application</p> <p>Vehicle information (make, model, year, state, plate #)</p> <p>Per vehicle per year - \$92.00</p> <p>Inspections: Environmental Health & License (651-266-9090)</p>
<p>FOOD VENDING MACHINE (LC331A and LC363) A currency-operated machine that dispenses food products. Vending machines that dispense only canned and bottled pop, gum balls, hard candy, unsorted candy, or ice manufactured or packaged by another do not require individual food vending machine City of Saint Paul license; however, the operator requires a Food Vending Machine Operator license.</p>	<p>Class R License Application - applicant must state the location of food storage</p> <p>List of vending machines indicating type of items being sold and location of machine</p>

<p>There is a \$15.00 licensing fee cap per State of MN, 1987</p> <p><i>Food Vending Machine Operator license is required if food vending machines are being placed in businesses other than the machine owner's business.</i></p> <p><i>Food Vehicle license is required for vehicle being used to transport the food items to each machine location.</i></p>	<p>Fee Per machine per year - \$16.00 (Operator) per business per year \$136.00 Per vehicle per year - \$92.00</p> <p>Inspections: Environmental Health & License (651-266-9090)</p>
<p>FOOD VENDING MACHINE OPERATOR (LC331A and LC363) An individual or business that owns and operates food vending machines. An operator's license is not required if the vending machine(s) is owned and located within the operator's own building(s). <i>Food Vending Machine license is still required for each machine.</i> <i>Food Vehicle license required for vehicle being used to transport the food items to each machine location.</i></p>	<p>Class R License Application - applicant must state the location of food storage</p> <p>List of vending machines indicating type of items being sold and location of machine</p> <p>Lic Fee (Operator) - per year - \$136.00 Per machine per year - \$16.00 Per vehicle per year - \$92.00</p> <p>Inspections: Environmental Health & License (651-266-9090)</p>
<p>FOOD WAREHOUSE / DISTRIBUTOR (LC331A) <i>Refer to Food processing / packaging / distributing for retail license information.</i> On 01/15/2003, the City of Saint Paul Food Warehouse/Distributor license was repealed. Through a delegation agreement between the City and the Minnesota Department of Agriculture, the City has agreed to discontinue the licensing and inspection of food warehouse/distributors where the total gross sales from the warehousing and distribution exceed 50% of the establishment's gross sales.</p>	
<p>FUEL DEALER <i>Refer to Liquid Fuel Dealer or Solid Fuel Dealer for license information.</i></p>	
<p>FUNDRAISING Selling food items such as candy, Krispy Kreme donuts, ... <i>Depending on the fundraising operation, the license required may be Mobile food cart, Mobile food vehicle, mobile food vehicle non-profit, retail food establishment temporary, special event food sales, ...</i></p>	
<p>FURNACE CLEANING No City license required.</p>	
<p>FURNACE PERMIT (New or Replacement Installation) Requires Mechanical - Gas (if gas furnace), Warm Air & Ventilation, Electrical permits</p>	
<p>FURNITURE CLEANING No City license required.</p>	
<p>GAMBLING - 10% CLUB (LC402) Eligible recipients of 10% profit donations. General information: 651-266-9117 For organizations to be placed on the 10% list, contact Eric Thompson at Parks & Rec, ph 651-632-2415 or email address eric.thompson@ci.stpaul.mn.us. For a current list of 10% recipients contact Peg Fuller, ph 651-266-9117 or email address margaret.fuller@ci.stpaul.mn.us.</p>	
<p>GAMBLING ENFORCEMENT Administrative criminal investigations for the casino, lottery, and charitable gambling employees State Public Safety (651-215-6219)</p>	
<p>GAMBLING HALL (LC278) Location can not have a Bingo Hall, Liquor On-Sale or Liquor Club License.</p>	<p>Gambling - City License application Zoning Summary</p> <p>Per location per year - \$385.00</p>

<p>Example of locations allowed a Gambling Hall license: Liquor store, Video store, Grocery store, etc.</p>	<p>Record Check</p> <p>Inspections: Fire & License (651-266-9090), Gambling (651-266-9117), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>GAMBLING LOCATION (LC409)</p> <p>For charitable gambling at licensed City of Saint Paul liquor establishments.</p> <p>This license is applied for in conjunction with a City Liquor license</p> <p>Exception: American Legion and VFW Posts do not require a gambling location license.</p>	<p>City Bar Site application City Bar Compliance affidavit</p> <p>per site exp w/Liquor License - \$71.00</p> <p>Record check</p> <p>Inspection: Gambling (651-266-9117)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>GAMBLING MANAGER (LC409)</p> <p>Effective 9/9/2006 per CF #06-574, 06-575, & 06-576, and per State Statute 349.213, Subdivision 1, municipalities are prohibited from licensing gambling managers licensed by or registered with the State Gambling Control Board.</p>	<p>Contact: State of MN Gambling Control Board, 1711 West County Road B, Roseville, MN 55113</p> <p>phone: 651-639-4000</p>
<p>GAMBLING TAX 2.5% (LC402)</p> <p>This gambling tax is a tax assessed on net receipts of gambling organizations. Tax collected by the City can only be used to regulate lawful charitable gambling. Submitted to the City (monthly): Copies of State Tax Returns City Worksheet 2.5% and 10% payments as determined by calculations on City Worksheet Inspection: Gambling (651-266-9117)</p>	
<p>GAMBLING TEMPORARY (LC402)</p> <p>One-day permit to conduct Bingo, Raffles, Paddlewheels, Pulltabs, and Tipboards. The gambling session can be held for a maximum of four (4) consecutive hours, with a maximum of five (5) events per year.</p> <p>License may be issued over the counter</p>	<p>Gambling - City License application Copy of State exemption form Copy of proof of non-profit status Letter defining the event Letter (lease) from property owner giving permission to hold the event Per occasion - \$50.00</p> <p>Inspection: Gambling (651-266-9117)</p>
<p>GAME ROOM (LC406)</p> <p>An establishment or premises in which four (4) or more coin-operated mechanical devices, as defined in section 318.01, except coin-operated billiard and pool tables, are kept or maintained for use by the public. Special hours of operation: Game rooms may be open only between the hours of 11am and 12 midnight. On weekdays from and including September 1 through May 31, minors shall not be admitted between 11am and 3pm. No person licensed to sell intoxicating or non-intoxicating liquor at retail shall be required to have a game room license for the premises described in such intoxicating or non-intoxicating liquor license.</p> <p>Each Mechanical Amusement Device (MAD) must be licensed.</p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement</p> <p>Per site per year - \$178.00 Each MAD per year - \$17.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9090), and Zoning (651-266-9008)</p>

<p>A Juke Box (Music Machine) is considered to be a Mechanical Amusement Device (MAD).</p> <p>A Pool Hall license is required if there are any pool tables in the game room.</p>	<p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>GARAGE MOVE Refer to Moving Permit</p>	
<p>GARAGE PERMITS</p> <p>A site plan must be submitted with the building permit application.</p> <p>Detailed construction plans are usually not required, except in HPC and other special areas.</p> <p>A licensed general contractor is required if on residential property.</p> <p>If the homeowner is building their own garage, a licensed contractor is not required; however, a building permit is still required.</p> <p>DETACHED GARAGE PERMIT FEES: (see BUILDING PERMIT - the fee is based on the State Valuation which is calculated for detached garages as follows): Concrete Block: \$31.00 per square foot, Wood Frame: \$28.00 per square foot License/Permit Clerks (651-266-9090), Plan Review (651-266-9007)</p>	
<p>GARAGE SALES (LC355.01(e)6)</p> <p>The sale of secondhand goods where all of the following are present:</p> <ol style="list-style-type: none"> The sale is held on property occupied as a dwelling by the seller or owned, rented or leased by a charitable or political organization; The items offered for sale are owned by the occupant; That no sale exceeds a period of seventy-two (72) consecutive hours; That no more than three (3) sales are held in any calendar year; That none of the items offered for sale shall have been purchased for resale or received on consignment for purpose of resale. <p>If more than three (3) sales are held, the occupant must apply for and meet all the requirements of a Second Hand Dealer - Single Location (specifically, applicant must meet zoning requirements).</p>	
<p>GAS BURNER LICENSE</p> <p>Proof of Certificate of Competency (Master Gas Burner) is required</p> <p>Certificate of Insurance with a combined single limit of liability for bodily injury and property damage of \$500,000.</p> <p>Need copy of \$25,000 Code Compliance Mechanical Bond. File the bonds with Minnesota Department of Labor & Industry phl 651-284-5068.</p> <p>Worker's Compensation, Minnesota Tax ID, \$130.00 per year</p>	
<p>GAS DRYER PERMIT (for new or replacement installations)</p> <p>USE PLUMBING PERMIT FORM</p> <p>Permit fee is \$28.00 per unit with a minimum fee of \$58.00</p> <p>If gas dryer is greater than 100,000 BTUs, add \$11.00 for each additional 100,000 BTUs or fraction thereof.</p> <p>State surcharge is \$.50</p>	
<p>GAS FITTING LICENSE REFER TO PLUMBING/GAS FITTING</p>	
<p>GAS RANGE PERMIT (for new or replacement installations)</p> <p>USE PLUMBING PERMIT FORM</p> <p>Permit fee is \$28.00 Per Unit with a minimum fee of \$58.00</p> <p>If gas dryer is greater than 100,000 BTUs, add \$11.00 for each additional 100,000 BTUs or fraction thereof.</p> <p>State surcharge is \$.50</p>	
<p>GAS STATION (LC424)</p> <p>Any place, building, pump, or device maintained and used on private premises or upon any public place for the main purpose of selling or dispensing gasoline, oil, or any automotive fuel for use in motor vehicles of any kind.</p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>Per site per year - \$72.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-</p>

	<p>9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors within 300 feet and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
GENERAL BUILDING PERMIT Refer to Building Permit	
GOLF PERMIT Parks & Recreation - 200 City Hall Annex (651-266-6445)	
GRADING PERMIT (EXCAVATION OR FILL) <u>GRADING PERMIT FEES:</u> 0 to 1,000 cubic yards - \$32.00 for the first 100 cubic yards, plus \$23.00 for each additional 100 cubic yards or fraction thereof. 1,001 to 10,000 cubic yards - \$239.00 for the first 1,000 cubic yards plus \$19.00 for each additional 1,000 cubic yards or fraction thereof. 10,001 to 100,000 cubic yards \$410.00 for the first 10,000 cubic yards plus \$87.00 for each additional 10,000 cubic yards or fraction thereof. 100,001 cubic yards or more \$1193.00 for the first 100,000 cubic yards plus \$48.00 for each additional 10,000 cubic yards or fraction thereof. Additional Plan Review Required by Changes, Additions or Revisions to Approved Plans PLAN REVIEW (651-266-9007)	
GRAPHIC ARTS No City license required.	
GRASS CUTTING If only grass cutting, no City license required. If applying fertilizer and/or pesticide, <i>refer to Lawn Fertilizer/Pesticide Application for license information.</i>	
GROCERY (LC331A) <i>Refer to Retail Food Establishment for license information.</i> Grocery products shall mean food items including, but not limited to, packaged or bulk foods such as candy, snacks or chips, refrigerated and frozen foods, dairy products, canned foods, dry goods (i.e. tea, coffee, spices, sugar, flour, etc.), fruits and vegetables, bakery products, and animal products.	
GROWLER Refer to MALT - OFF SALE (Growler)	
GUM BALL MACHINE <i>Refer to Food Vending Machine Operator for license information.</i> If business owns the machine and it is located within their own premises, operator license not required. Food Vending Machine License not required.	
GUN PERMIT Police Identification (651-292-3647)	
GUN SHOPS <i>Refer to Firearms for license information.</i>	
GUN SHOWS 1999 - CF99-833-Directing that gun shows are not allowed on City-owned or financed property in the City of St. Paul. (651-266-8686)	
HANDICAPPED PARKING PERMIT State of Minnesota (651-296-6911)	
HAULING No City license is required for hauling clean fill or furniture. For hauling rubbish, <i>refer to Solid Waste Hauler for license information.</i>	

<p>HEALTH/SPORT CLUBS (LC427) A building or portion of a building designed and equipped for the conduct of sports, exercise, leisure time activities or other customary and usual recreational activities, operated for profit or not-for-profit, and which can be open only to bona fide members and guests of the organization or open to the public for a fee.</p> <p>Note: <i>Depending on other activities conducted on the premise, the business may require additional City of Saint Paul licenses such as restaurant, tanning facility, retail food establishment.</i></p> <p>HEALTH/SPORT CLUB-EXERCISE ONLY FACILITY (LC427.02) This is a health/sport club that provides only fitness equipment & restroom/shower facilities but no other facilities such as saunas, steam rooms, hot tubs & massage facilities. all members of the exercise only facility shall have access to the entire facility & there shall not be separate access to facilities for different levels of membership.</p>	<p>Class N License Application Zoning Summary Lease/rental agreement or proof of ownership General Liability Insurance</p> <p>per site per year - \$345.00 Adult - per site per year - \$345.00 (proof that each employee is at least 18 yrs old)</p> <p>Record check Inspections: Fire & Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>HERITAGE PRESERVATION INFORMATION DEPARTMENT OF SAFETY AND INSPECTIONS (651-266-9078)</p>	
<p>HI PRESSURE STEAM LICENSE Competency card with State of Minnesota must at least hold a journeyman card (651-296-2193)</p>	
<p>HISTORY OF STRUCTURES Year built card file (1883 - 1940's) or ECL and Copies of Original permit (1883-1940's) are located at the Ramsey County Historical Society, phone: 651-222-0701</p> <p>Address files begin in September 1975.</p> <p>License/Permit Clerk (651-266-9090)</p>	
<p>HOLIDAY PARTIES (LC409.07(d)) Private Christmas parties. Notwithstanding any other provision of the Legislative Code, the license holder of premises having an on-sale license may once a year during the Christmas season have a private party at no charge to the guests after the lawful closing hours; provided, that a written request for said party is submitted to the license inspector thirty (30) days prior to the proposed date of the party; and provided further, that no sales as defined by law of intoxicating liquors or non-intoxicating malt liquor shall be made at or during said party. The inspector shall notify the chief of police of the date of each proposed party.</p>	
<p>HOMESTEAD Homestead application must be made at 90 West Plato Blvd (651-266-2100)</p>	
<p>HOSPITAL EQUIPMENT RENTAL <i>Refer to Rental of Hospital Equipment for license information.</i></p>	
<p>HOTEL/MOTEL (LC407) Every building or structure kept, used, maintained, advertised or held out to the public to be a place where sleeping or rooming accommodations are furnished to the general public for a shorter period of time than one (1) week, whether with or without meals and which does not qualify for a bed and breakfast residence license under the provisions of Chapter 378.</p> <p>Note: <i>This business may require a City of Saint Paul restaurant, cigarette/tobacco, retail food establishment, liquor on sale, swimming pool, massage center, ... license)</i></p>	<p>Class N License Application Zoning Summary</p> <p>Lease/ rental agreement or proof of ownership</p> <p>Per site per year up to 50 rooms - \$345.00 Ea. add'l room over 50 - \$11.00</p> <p>Record check</p> <p>Inspections: Fire & Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to</p>

	respond.
HOUSE MOVE Refer to Moving Permit	
HOUSE SEWER CONTRACTOR (LC338) Any person engaged in the business of building or repairing that portion of the house or building sewer extending from the property line to the main sewer or other outlet. Permit applications can be obtained from the Hydraulics Division of Public Works. Prior to application, appointment should be made to meet with Public Works (651-266-6234) for approval.	Class R License Application \$10,000.00 License and Permit Bond Certificate of Insurance: Public Liability coverage in the amount of \$250,000 per person and \$500,000 per accident; \$150,000 to a maximum of \$200,000 property damage; name City of Saint Paul as additional insured, 30 day notice of cancellation. Per business per year - \$178.00
HOUSING CODE To report code violations for 1 & 2 family dwellings only. Housing Code Enforcement (651-266-9090) To report code violations for 3 or more family dwelling units. Fire (651-266-9090)	
HOUSING BOARD OF APPEALS CITY CLERK'S OFFICE (651-266-8690)	
HOUSING COURT - COURTHOUSE 4TH FLOOR (651-266-8710)	
HOUSING INFORMATION CITY OF ST PAUL (651-266-6000)	
HUNTING LICENSE For agent application only - Ramsey County Government Center, Room 820 (651-266-2010) For individual hunters - State of Minnesota, DNR (651-296-4506)	
ICE CREAM VEHICLE Refer to Mobile Food Vehicle or Mobile Food for license information.	
IMPOUNDING FEE (LC200) Initial fee charged--see Animal Boarding - fee per day.	\$33.00 per day – per dog or cat or any other animal (An additional \$55.00 penalty fee is due if an impounded dog is unlicensed.)
INCINERATOR PERMIT Refer to <i>Mechanical Permit</i>	
INFECTIOUS WASTE PROCESSING FACILITY (LC429) A site, including the land and any structures thereon, where or in which infectious waste or pathological waste is accepted, transferred, stored, handled, treated, decontaminated, processed, or disposed, except a generator of infectious waste (i.e. clinics, hospitals, nursing homes,...) which is not governed by the state pollution control agency's infectious waste rules.	Class N License Application Zoning Summary Lease/rental agreement or proof of ownership Per site per year - \$1,630.00 Record check Inspections: Fire & Environmental Health & License (651-266-9090), Zoning (651-266-9008) Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.
INSPECTIONS FOR: BUILDINGS TO BE MOVED BUILDING PERMITS FENCE PERMITS STUCCO / PLASTER PERMITS ELECTRICAL PERMITS	

MECHANICAL PERMITS
 PLUMBING PERMITS
 WARM AIR / VENTILATION PERMITS
 SIGN PERMITS
 BILLBOARD PERMITS
 DEMOLITION (WRECKING) PERMITS
 ELEVATOR PERMITS(VTD)

Inspections are to be scheduled directly with the inspector assigned to the job. Inspectors are assigned by different geographical areas in Saint Paul. EACH TRADE HAS ITS OWN INSPECTORS FOR THE RESPECTIVE TRADE

To find out who the inspector is for a certain area or to schedule an inspection (651-266-9090)
 INSPECTORS ARE IN THE OFFICE BETWEEN 7:30 AND 9:00 AM - MONDAY THROUGH FRIDAY

INSPECTIONS OF BUILDINGS TO BE MOVED (LCC33.04(A))

FEES FOR INSPECTIONS OF BUILDINGS TO BE MOVED ARE:

DETACHED GARAGES AND GROUP U OCCUPANCIES **\$70.00**

ALL OTHER STRUCTURES **\$106.00**

Structures located outside city limits will have an add'l fee of \$70.00 per hour including travel time

License/Permit Clerk (651-266-9090)

INSPECTIONS OUTSIDE OF NORMAL BUSINESS HOURS

INSPECTION FEE:

\$106.00 PER HOUR {MINIMUM CHARGE -- TWO (2) HOURS}

REFER TO:

Building Inspector - 651-266-9021
 Electrical Inspector - 651-266-9031
 Mechanical Inspector - 651-266-9044
 Plumbing Inspector - 651-266-9051
 Warm Air/Vent. Insp - 651-266-9063
 Elevator Inspector - 651-266-9010
 Zoning Inspector - 651-266-9008

INSULATION INSTALLATION

Refer to Building Contractor License and Building Permit.

INSURANCE and/or BOND REQUIREMENTS (LC310.07)

Amusement Rides (License)	Pawnshops (License)
Areaways (Public Works)	Pest Control (License)
Auctioneers (Ramsey County)	Planters (Public Works)
Barbed Wire Fences (Zoning)	Sanitary Disposal (License)
Bingo Manager (Gambling)	Second Hand Dealer-Exhibition (License)
Bituminous Contractor (License)	Sidewalk Contractor (License)
Blasting (Public Works)	Sign and Billboard (Zoning)
Block Party (Police)	Skyways (Public Works)
Boarding/Rooming House (License)	Soliciting (License)
Building Contractor (License)	Solid Fuel Dealer (License)
Building Trades (License)	Solid Waste Hauler (License)
Canopy (Zoning)	Solid Waste Transfer Station (License)
Courtesy Bench (License)	Sound Trucks/Broadcasting Vehicles (License)
Curb (Public Works)	Street Excavating (Public Works)
Day Care (State of Minnesota or Ramsey County)	Taxicabs (License)
Electric Sidewalk (Public Works)	Tow Trucks (License)
Gambling Manager (Gambling)	Trap Door (Public Works)
House Movers (Public Works)	Tree Trimming (License)
House Sewer Contractor (License)	Tunnel (Public Works)
Liquor (License)	Use of Street (Public Works)
Malt (License)	Window Cleaning (License)
Motor Vehicle and Parts Dealer (License)	Wine (License)
	Wrecking (License)

Newsstands (Public Works)	
<p>INSURANCE, definition of terms commonly used</p> <p>Primary Insurance Policy: Provides coverage from the first dollar of loss, perhaps after a deductible.</p> <p>Excess Insurance Policy: Pays only after the primary insurance has been exhausted or after a self-insured retention.</p> <p>Excess Insurance can either cover the same terms and conditions of the Primary Insurance policies, known as a Follow Form Policy, or can cover differing terms and conditions (usually more inclusive), which is known as Differing Conditions.</p> <p>Coverage questions appear less often if the Primary and Excess Insurance carriers are the same.</p> <p>Insurer: Party to an insurance contract who promises to pay losses or render services.</p> <p>Insured: Party to whom the insurer agrees to indemnify losses, provide benefits, or render services.</p> <p>Additional insured: Entity other than the named insured who is protected under the terms of an insurance policy. Usually added by endorsement to the policy.</p> <p>Occurrence: Continued or repeated exposure to conditions which unexpectedly results in injury during the period an insurance policy is in effect.</p> <p>Aggregate limit: Maximum amount of coverage an insurer will pay for all losses during a specific period of time, no matter how many separate accidents may occur.</p> <p>Binder: The form that an insurance company provides when they agree to accept the application of an insured. A binder means the policy is in force, but it has not yet been printed. A binder will not usually be issued unless payment has been made.</p> <p>Hold harmless agreement: Contract provision under which the potential legal liability of one party for damages payable because of a future loss is assumed by another party to the contract.</p> <p>Indemnity agreement: Agreement by which one party agrees to indemnify a second party for losses suffered by the second party.</p> <p>The difference between Insurance and Bonds:</p> <p>Insurance involves the insured and the insurer. Bonds involve a principal, obligee, and the surety.</p> <p>The insurance policy is the contract. Bonds have a contract outlining the responsibilities of each party and providing the obligations of each party.</p> <p>Insurance is based on the applicant's expected exposure to losses. Bonds are based on the applicant's financial capabilities.</p>	
<p>JANITORIAL SERVICE</p> <p>No City license required.</p>	
<p>K-12 SCHOOL FOOD SERVICE</p> <p>Refer to Food Service / K-12 School for license information</p>	
<p>KENNEL PERMITS</p> <p>To own 4 or more dogs as pets, contact DSI-Animal Control at 651-266-1100. For a kennel business (like an animal shelter), contact Minnesota Board of Animal Health at 651-296-2942</p>	
<p>KITCHEN UTENSIL RENTAL</p> <p>Refer to Rental of Kitchenware for license information.</p>	
<p>LANDSCAPING (commercial)</p> <p>State of MN, Dept. of Agriculture at 651-296-8619</p>	
<p>LANDSCAPING (residential)</p> <p>If the work being done requires a Building Permit, the business requires a Building Contractor License either with the State of Minnesota or the City of St. Paul.</p>	
<p>LATE FEE; License (LC310.09(d))</p> <p>The penalty shall be 10% of the annual license fee for each license for 30-day period or portion thereof which has elapsed after the expiration date of such license. The penalty shall not exceed 50% of the annual license fee. City of Saint Paul Trade Licenses are not penalized by this formula.</p>	
<p>LAUNDRIES (LC327)</p> <p>Refer to Dry-cleaning Establishments for license information.</p>	
<p>LAWN FERTILIZER AND PESTICIDE APPLICATION (LC377)</p> <p>Any person, firm, or corporation engaged in the business of applying lawn fertilizer or pesticides, and includes those persons licensed by the State of Minnesota.</p>	<p>Class R License Application Zoning Summary</p> <p>List of employee names and their State of Minnesota license number for pesticide application</p>

DSI needs to know where the business vehicles will be stored / parked.	Per business per year - \$72.00 Inspections: Environmental Health & License (651-266-9090)
LAWN MOWER REPAIR No City license required.	
LAWN MOWING No City license required.	
LICENSE PROCEDURES Legislative Code 310A Uniform License Procedures	
LIMOUSINE SERVICE No City license required.	
LIQUID FUEL DEALER (LC332) Business which sells liquid fuel at retail (liquid fuel is defined as any oil which may be used for heating purposes). The sale of propane canisters does not require this license. DSI needs to know where the business vehicles will be stored / parked.	Class R License Application Zoning Summary Per business per year - \$178.00 Per vehicle per year - \$72.00 Inspections: License (651-266-9090), Zoning (651-266-9008)
LIQUOR - BUYERS CARD State of Minnesota, Liquor Control Division, 444 Cedar Street, Suite 100L, Saint Paul ph 651-201-7512, Tracy for questions. Liquor Shipment approval 651-201-7507 press "1" twice \$20.00 collected by the State of Minnesota	
LIQUOR CATERING (Annual) (LC409) For establishments with a State Liquor Catering License and City of St Paul On Sale Liquor License. Per State of Minnesota Liquor Control Division, liquor caterers can provide/serve/sell alcohol at events for which they provide food. Liquor catering must always be issued in conjunction with food. This caterer does not have to provide all of the food for an event, but must provide at least some of the food. For questions regarding Liquor service within park property, refer to LIQUOR ON PARKS PROPERTY.	Class T License application (annual license) (copy of catering menu) Copy of State Liquor Catering license Exp w/State Liquor Catering license - \$164.00 Inspections: Environmental Health & License (651-266-9090)
LIQUOR CATERING (Temporary) (LC 409) For establishments with a State Liquor Catering License and NO City of St Paul On Sale Liquor License. Per State of Minnesota Liquor Control Division, liquor caterers can provide/serve/sell alcohol at events for which they provide food. Liquor catering must always be issued in conjunction with food. This caterer does not have to provide all of the food for an event, but must	Class T License application Copy of State Liquor Catering license. Diagram showing the liquor service area and the security that will be provided Letter of intent for requesting the license (include the nature of the event, public or private, event address, date and hours of liquor service, approximate number of participants)

<p>provide at least some of the food.</p> <p>For questions regarding Liquor service within park property, refer to LIQUOR ON PARKS PROPERTY.</p>	<p>(If sales are to be made on a premise other than your own, i.e. parks,) attach a letter of consent from the owner and/or person with lawful responsibility for premise from which license is being requested</p> <p>Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support, and must note the location, date, and time of liquor service</p> <p>Per event - \$50.00</p> <p>Inspection: License (651-266-9090)</p>
<p>LIQUOR CATERING PERMIT (Issued by State of MN)</p> <p>Applications are filed with the State of Minnesota, Liquor Control Division, Nina Vihar at 651-201-7506.</p> <p>Must submit a copy of the applicant's valid on sale intoxicating liquor license and restaurant license issued by local Health Department.</p>	<p>Certificate of Liquor liability coverage must state it includes / covers all catered events at any location. (No applications, binders or declarations will be accepted.)</p> <p>Yearly: \$300.00</p> <p>Inspection: State Liquor Control</p>
<p>LIQUOR COMPLIANCE CHECKS (LC409.26) PENALTIES FOR SALES TO UNDERAGE & OVERSERVED</p> <p><u>Sale of alcoholic beverages to an under-age person</u> and <u>Sale of alcoholic beverages to an intoxicated person</u></p> <p>Warning - This is for the first violation which did not appear on the penalty matrix established in the Legislative Code. In turn for this warning, license holders and their employees are required to receive alcohol awareness training within 30 days of the violation.</p> <p>1st Appearance - Fine \$500.00 - \$2,000.00</p> <p>2nd Appearance - Fine doubled</p> <p>3rd Appearance - Up to an 18 day suspension</p> <p>4th Appearance – Revocation</p>	
<p>LIQUOR CONTROL; Minnesota Department of Public Safety</p> <p>Inquiries regarding advertising and promotional questions and enforcement issues. Retail city issued off and combination licenses, county issued retail on, off, combination, all wine licenses, all private club licenses, and bed and breakfast registration. (Al Erickson at 651-201-7510)</p> <p>Wholesaler, manufacturer, import and common carrier licensing, brand label registration, and city issued retail on sale licensing (Nina Vihar at 651-201-7506)</p> <p>Questions regarding Liquor Laws Chapter 340A and Rules 7515 (Marlene Kjelsberg at 651-201-7503)</p> <p>Consumption and Display Licenses and Tribal License information (Tracy Bratberg at 651-201-7512)</p> <p>Licensing inquiries, mailings, temporary on sale licenses, and miscellaneous licensing data. Pre-license inspections and investigations in Ramsey County (Pat Kessler at 651-302-7504)</p>	
<p>LIQUOR - EACH ADDITIONAL FAMILY MEMBER (LC409.05(h) and LC409.11(i))</p> <p>The addition of one (1) or more family members as partners, officers or shareholders in a partnership or corporation holding an intoxicating liquor (ie during the term of an existing license), shall not be deemed to be a transfer of the license. Each additional family member becoming a license holder shall fill out an application form for purposes of the background investigation, and provide such other information as may reasonably be required, and shall pay a fee. The term "family members", for the purpose of this subsection shall include parents, children, grandchildren, brothers and sisters, together with the spouses of such parents, children, grandchildren, brothers and sisters.</p>	<p>Class N License Application</p> <p>Per family member - \$52.00</p> <p>Record check</p>
<p>LIQUOR - EMPLOYMENT AGES LC409.08(4)</p>	

No person under eighteen (18) years of age may be employed in a place where intoxicating liquor is sold for consumption on the premises, except persons under eighteen (18) years of age may be employed as musicians or in bussing or washing dishes in a restaurant or hotel that is licensed to sell intoxicating liquor and may be employed as waiters or waitresses at a restaurant, hotel or motel where only wine is sold; provided, that the person under the age of eighteen (18) may not serve or sell any intoxicating liquor.

LIQUOR - EXTENSION OF SERVICE AREA (LC409.11 & 410.7a8) - TEMPORARY

Allows a liquor licensee to sell or serve intoxicating liquors in areas outside the building structure which are immediately adjacent to and contiguous with the structure containing the licensed premises

The licensee shall notify, at least ten (10) days in advance of the date of the proposed temporary extension, all owners and occupants who own property or reside within three hundred (300) feet of the property line. A notice that includes the location, date and time of the proposed extension of liquor service and specifically state: "If any person has comments about this proposed temporary extension of liquor service, they are encouraged to telephone the Mayor and Council Information and Complaint Office."

DSI staff will notify Police – "Liquor service has been extended to _____ on _____ between the hours of _____."

Class T License application

Request letter to include event name, date, hours, liquor service area, type of security and enclosures to be provided (must be at least a vertical fence/partition minimum 4 ft height)

Dist council approval or petition of 60% or more (owners/occupants of private residences, dwellings, apartments located within 200 ft

\$58.00 per request, limit 12 per calendar year

Inspections: Environmental Health (651-266-9090), License (651-266-9090), Zoning (651-266-9008)

LIQUOR - EXTENDED SERVICE HOURS (LC409.07.1)

Establishments holding on sale licenses issued under LC409 may remain open for the sale of food after hours until 3:00am.

- The establishment shall provide at least four (4) different types of entrees and/or sandwiches and a choice of nonalcoholic beverages.
- No alcoholic beverages may be offered, displayed, sold, or consumed by anyone in the establishment during such extended hours.
- No alcoholic beverage container of any kind, whether empty or containing any alcoholic beverage, shall remain on the bar, tables, counters or any other place to which a customer has access, or at any location in the customer areas of the establishment, after 1:00am.
- All alcoholic beverages shall be stored not later than 1:15 am and during extended service hours in a cabinet, locker, or storage area which is locked and secure and which shall remain locked at all times during the extended hours.
- No entertainment shall be provided unless the applicant first complies with the petition and consent requirements of LC411.
- No establishment shall provide Class C entertainment during the hours of extended service.

Extended Service Hours license application

Copy of menu offered during extended hours

Stowage procedure of alcoholic beverages

Petition of 90% or more neighbors 350 feet from property

Per location per year - **\$345.00**

Inspections: License (651-266-9090), Zoning (651-266-9008)

Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.

LIQUOR, HOLIDAY PARTIES (LC409.07(d))

The license holder of premises having an on-sale license may, once a year, during the Christmas season (November through January) have a private party at no charge to the guests after the lawful closing hours; provided, that written request for said party is submitted to the licensed inspector thirty (30) days prior to the proposed date of

the party; and provided further, that no sales of intoxicating liquors or non-intoxicating malt liquor should be made during said party. The inspector shall notify the chief of police of the date of each proposed party.

LIQUOR / MALT-STRONG / MALT (3.2) / WINE - HOURS OF OPERATION (State Law 340A.504)

LIQUOR ON SALE	Regular and Holiday Hours: Monday - Saturday	8:00am - 1:00am
	w/Sunday license and food service Sunday	10:00am - 1:00am
LIQUOR OFF SALE	Regular Hours: Monday - Thursday	8:00am - 8:00pm
	Friday & Saturday	8:00am - 10:00pm
	Sunday	NO SALES
MALT OFF SALE (3.2)	Regular Hours: Monday - Saturday	8:00am - 1:00am
	Sunday	12:00pm - 1:00am
LIQUOR OFF SALE and MALT OFF SALE (3.2) HOLIDAY HOURS		
JULY 3	Monday - Saturday	8:00am - 10:00pm
	Sunday	NO SALES
THANKSGIVING EVE	Wednesday	8:00am - 10:00pm
THANKSGIVING DAY	Thursday	NO SALES
DECEMBER 24	Monday - Saturday	8:00am - 8:00pm
	Sunday	NO SALES
DECEMBER 25		NO SALES
DECEMBER 31	Monday - Saturday	8:00am - 10:00pm
	Sunday	NO SALES

LIQUOR LAWS AND REGULATIONS

FEDERAL - Bureau of Alcohol, Tobacco & Firearms, St. Paul Field Division, 30 East Seventh Street, Suite 1870, St. Paul MN (651-726-0200; fax 651-726-0201)
STATE - Division of Alcohol and Gambling Enforcement, 444 Cedar Street, Suite 133, St. Paul, MN 55101 (651- 201-7500; fax 651-297-5259)

LIQUOR, MALT, AND WINE (On Sale and Off Sale) - 7% DISCOUNT (LC310.19)

Beginning November 1, 2000, an ordinance to amend (CF00-237) Section 310.19 of the Saint Paul Legislative Code. A discount will be provided for on-sale and off-sale liquor licenses, on-sale and off-sale 3.2 malt liquor licenses and on-sale strong beer and wine licenses. Such fees mentioned shall be reduced seven (7) percent contingent upon each of the following conditions:

- (1) Driver's license guide and compilation of laws
- (2) Signage
- (3) Contract with a City of Saint Paul approved security agency (provides investigations and training to the licensee).

Note: Items (1) to (3), information and handouts are available in a single blue binder from the Office of DSI.

Effective November 1, 2000, the 7% discount offer is being expanded to all on and off sale licensees, including establishments that sell only beer and wine. In accordance with Saint Paul Legislative Code Section 310.19 - Discount from certain license fees. A discount will be provided for on-sale and off-sale liquor licenses, on-sale and off-sale 3.2 malt liquor licenses and on-sale strong beer and wine licenses who participate in an approved City of Saint Paul Alcohol Server training program. The following license types qualify for the 7% discount:

Liquor - Extended Service Hours
Liquor Catering Permit (State Catering/City Liquor)
Liquor Off Sale
Liquor On Sale - Over 200 Seats
Liquor On Sale - Over 100 Seats
Liquor On Sale - 100 Seats or less
Liquor On Sale - Theater
Liquor On Sale Club - Under 200 members
Liquor On Sale Club - 201-500 members
Liquor On Sale Club - 501-1,000 members

Liquor On Sale Club - 1,001-2,000 members
 Liquor On Sale Club - 2,001-4,000 members
 Liquor On Sale Club - 4,001-6,000 members
 Liquor On Sale Club - 6,001 or more members
 Liquor On Sale - Sunday
 Liquor Outdoor Service Area (Patio)
 Malt Off Sale
 Malt On Sale - (3.2)
 Malt On Sale - Strong
 Wine On Sale

The following approved City of Saint Paul Alcohol Server training programs provide Alcohol Server training to establishments who would like to take advantage of the 7% liquor license discount:

MBC Presentations BEST Program (Beverage Server Training), Miles B. Canning
 21100 Excelsior Boulevard, Excelsior, MN 55331-8740
 Phone: 952-470-9025; 800-242-2499
 Fax: 952-474-2919

The BEST Seminar is 90 minutes long and usually conducted at the licensee's establishment. Flexible scheduling includes night, weekends and short notice.

Minnesota Licensed Beverage Association (MLBA), Tony Chesak
 Saint Paul Business Center East, 1983 Sloan Place, Suite 6, Saint Paul, MN 55117
 Phone: 651-772-0910
 Fax: 651-772-0900 Internet Address: www.mlba.com

The BAT (Beverage Alcohol Training) Seminar ranges from 90 minutes to four (4) hours. Videotape presentations are part of the seminar.

LIQUOR - OFF SALE (LC409)

Sale of liquor in original packages in retail stores for consumption off or away from the premises where sold.

****Effective 12/24/2000, CF00-971 LC409.06 (i) - No license shall be issued for an off-sale location which is within 300 feet (distance measured from property line to property line) of residentially zoned property, a park or a licensed child-care center. Waiver from these distance requirements may only be waived by council with petition of 75%.**

****Effective August 18, 2004, CF04-521, LC409.06 No off-sale license shall be issued to any location within a half-mile radius of any existing off-sale establishment. (2,640 feet), except in the downtown business district, where the distance requirement shall be a radius of 300 feet. No off-sale liquor establishment shall be located within a half-mile radius of the Xcel Energy Center.**
 (Effective 01/15/2003, CF02-1025 - the distance restrictions between off-sale liquor stores cannot be waived.)

Distance is measured from building to building.

****LC409.06(n) - No license shall be issued for any premises located within three hundred (300) feet from any public or parochial school, church or synagogue, said three hundred (300) feet being calculated and computed as the distance measured from the property line of the premises or building proposed as the location for the liquor license to the property line of any school, church or synagogue in the area for which the license is sought. Waiver from these distance requirements may only be waived by council with written petition signed on behalf of the school, church or synagogue and council's five-sevenths vote.**

Class N License Application Zoning Summary

Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support

Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease.

Copy of Purchase Agreement and/or Bill of Sale of the business

Copy of Purchase Agreement and/or Bill of Sale of the property

Copy of Articles of Incorporation

Two original State of Minnesota Liquor applications

Record of financing sources

Federal and State Income Tax Returns for the past three years

Per location per year - **\$1,087.00**

<p>Liquor Control Division: Al Erickson at 651-201-7510 444 Cedar Street, Suite 133, Saint Paul, MN 55101</p> <p>Liquor Shipment approval: Pat Kessler at 651-201-7504</p> <p>Note: Per State of Minnesota Statute 340A.412, Subd. 14. A liquor store may sell alcoholic beverages and the following items: Tobacco products; Ice; Mixes; Soft drinks; Liqueur-filled candies; Food products that contain more than one-half of one percent alcohol by volume; Cork extraction devices; Books and videos on the use of alcoholic beverages; Magazines and other publications published primarily for information and education on alcoholic beverages; Home brewing equipment, including ingredients</p> <p>06/28/2001 Per State of Minnesota (Al Erickson) - can sell items used in drinks - nothing else. No chips, nothing, not even with an additional license.</p>	<p>Record check</p> <p>Inspections: Fire & Environmental Health (651-266-9090), License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
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LIQUOR ON PARKS PROPERTY

LC246.01 Restriction on drinking or having in one's possession any intoxicating liquor, non-intoxicating malt liquor or alcoholic beverages of any kind "upon the public streets, lanes or alleys of the city, or in any park, playground or recreation center owned by or under the jurisdiction or control of the City of Saint Paul, or in any parking lot or area within or adjacent to such park, playground or recreation center".

LC246.04 which permits the Parks division to designate certain picnic shelters, park facilities or park areas where the possession and consumption of non-intoxicating malt liquor is permitted between the hours of 8:00am and 8:00pm. This list must be filed with the City Clerk, and would not permit the consumption of wine, strong beer or liquor.

LC246.05 specifically prohibits any alcohol in Hidden Falls Park or Crosby Lake Park.

Minnesota State Law (Chapter 350, Section 8) City of Saint Paul may by ordinance (LC409.18) authorize any holder of an on-sale liquor license issued by the city to dispense intoxicating liquor at any event of definite duration on the public premises known as Town Square Park, the Phalen Park Clubhouse, the Como Park Clubhouse, and the Como Park lakeside pavilion. The event may not be profit making except as a fund raising event for a nonprofit organization or a political committee as defined in MN Statutes, section 211A.01 subdivision 4. The licensee must be engaged to dispense liquor at the event by a person or organization permitted to use the premises and may dispense liquor only to persons attending the event.

Minnesota State Law (Section 19, Subdivision 1) The City of Saint Paul may issue on-sale non-intoxicating malt liquor, on-sale wine, and on-sale intoxicating liquor licenses to the city's Parks & Recreation division to use the license at park property. The licenses permit sale or service of wine, 3.2 beer or liquor by 1) city employees; 2) people with a permit from the division to conduct an event and sell or serve liquor to people attending the event; or 3) persons who have contracted with the city to serve or sell liquor on the property. City council must approve each facility at which liquor will be sold, each permit issued for an individual event or each contract with a company for a specific facility. The one limitation on this legislation is LC409.06(f) which would prohibit Parks from obtaining a license for park property which has no building within which the license would be located.

LC410.11 authorizes licenses for 3.2 beer without a fee for the Highland 18, Highland 9, Como and Phalen golf course clubhouse without payment of a license fee. You would be able to obtain a liquor, wine or strong beer license for those facilities as well under the existing state legislation.

Effective 08/29/1999 - CF99-526 - LC409.05(i) - Government agencies fee waived. The government agency must run the business directly.

LIQUOR - ON SALE (LC409)

The sale of liquor by the glass for consumption on the premises only.

For information regarding parties during the Christmas season, please refer to Private Christmas Parties.

LC409.08(4) No person under eighteen (18) years of age may be employed in a place where intoxicating liquor is sold for consumption on the premises, except persons under eighteen (18) years of age may be employed as musicians or in bussing or washing dishes in a restaurant or hotel that is licensed to sell intoxicating liquor and may be employed as waiters or waitresses at a restaurant, hotel or motel where only wine is sold; provided, that the person under the age of eighteen (18) may not serve or sell any intoxicating liquor. Businesses must also follow the Federal guidelines of child labor laws.

Effective 08/29/1999 - CF99-526 - LC409.05(i) - Government agencies fee waived.

Liquor Control Division: Al Erickson at 651-201-7510
444 Cedar Street, Suite 133, Saint Paul, MN 55101

Liquor Shipment approval: Pat Kessler at 651-201-7504

Per 08/04/2003 letter to on-sale license holders, the policy of the St. Paul Police Department and DSI is to allow a 30-minute grace period for enforcement of display and consumption prohibitions stated in Legislative Code 409.07. There is absolutely **no** grace period for the sale or pouring of alcohol after the bar close time permitted by endorsement on your liquor license. If you received a 2AM endorsement, all patrons must be off the licensed premises and all drinks removed by 2:30AM. If you have **not** received a 2AM endorsement, all patrons must be off the licensed premises and all

Class N License Application Zoning Summary

Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support

Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease.

Copy of Purchase Agreement and/or Bill of Sale of the business

Copy of Purchase Agreement and/or Bill of Sale of the property

Copy of Articles of Incorporation

Two original State of Minnesota Liquor applications

Record of financing sources

Federal and State Individual Income Tax Returns for the past three years

(291 or more seats) - per location per year - **\$5,489.00**
(181 to 290 seats) - per location per year

drinks removed by 1:30AM.	<p>- \$5,414.00 (101 to 180 seats) - per location per year - \$5,054.00 (100 or less seats) – per location per year - \$4,564.00 (Government agencies) - fee waived</p> <p>Record check</p> <p>Inspections: Fire & Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>LIQUOR - ON SALE (2 AM Closing) (LC409) Effective 12:01 AM on August 6, 2003, CF03-554 <i>In conjunction with Liquor On Sale, Liquor On Sale Theater, Liquor On Sale Club, Wine On Sale, or Wine/Malt (Strong) On Sale</i> See effective 03/06/2009 new 2 am rules under Wine on Sale.</p>	<p>State application</p> <p>State fee varies based on gross annual liquor receipts - application fees payable to AGED</p>

<p>LIQUOR - ON SALE (CLUB) (LC409) The sale of liquor by the glass for consumption on the premises only to bona fide members and guests. Clubs are organizations with more than 50 members which has been in existence for at least 3 years.</p> <p>Location must not be within 300 feet of a church or school.</p> <p>Must have separate male and female restrooms.</p>	<p>Class N License Application</p> <p>Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support</p> <p>Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease.</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the business</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the property</p> <p>Copy of Articles of Incorporation</p> <p>Two original State of Minnesota Liquor applications</p> <p>Federal and State Income Tax Returns for the past three years</p> <p>A - (under 200 members) - per location per year - \$300.00 B - (201-500 members) - per location per year - \$500.00 C - (501-1,000 members) - per location per year - \$650.00</p>
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	<p>D - (1,001-2,000 members) - per location per year - \$800.00 E - (2,001-4,000 members) - per location per year - \$1,000.00 F - (4,001-6,000 members) - per location per year - \$2,000.00 G - (over 6,000 members) - per location per year - \$3,000.00 Record check Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>LIQUOR - ON SALE (SUNDAY) (LC409.07) For Liquor - On Sale licensees only.</p> <p>For the sale of liquor by the glass for consumption on the premises on Sunday.</p> <p>LC409.07(b)(1)... hotels or restaurants and which have facilities for serving no fewer than fifty (50) guests at one (1) time may serve intoxicating liquors between the hours of 10:00 am on Sundays and 1:00 am on Monday in conjunction with the serving of food, but no liquor shall be served on Sundays other than to persons who are seated at tables; provided, that the licensed establishment is in conformance with the Minnesota Clean Indoor Air Act.</p> <p>Must have a City On Sale Liquor license and a Food license.</p>	<p>Class N License Application</p> <p>Per location per year - \$200.00</p> <p>Record check</p> <p>Inspections: Fire & Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>LIQUOR - ON SALE (TEMPORARY) (LC409.25) A club or charitable, religious or other nonprofit organization in existence for at least three (3) years, or a political committee registered under Minnesota Statutes, Section 10A.14, or a state university may obtain an on-sale license to sell intoxicating liquor for consumption on the licensee premises only and in connection with a social event within the city sponsored by the licensee. The license may provide that the licensee may contract for intoxicating liquor catering services with the holder of a full year on-sale intoxicating liquor license issued by the city.</p> <p>Limitations: no more than four (4) consecutive days, no more than three (3) four-day, four (4) three-day, six (6) two-day, or twelve (12) one-day temporary licenses, in any combination not to exceed twelve (12) days per year for the sale of intoxicating liquor to any one (1) location within the city for a twelve-month period. The city may not issue more than one (1) such license to any one (1) organization or political committee, or any one (1) location within a thirty-day period unless the licenses are issued in connection with an event officially designated a community festival by the city.</p>	<p>Class T License application</p> <p>State license application</p> <p>Proof of non-profit status</p> <p>Letter of intent for requesting the temporary license (includes the nature of the event and whether it is public or private, address of the event, date and hours during which liquor will be sold/served, and the proposed use and disbursement of profits from the sales.)</p> <p>Letter of consent from owner lawfully responsible for premise for which license is requested.</p> <p>Liquor Liability certificate of insurance (includes the corporate name, DBA,</p>

<p>No outside service area shall be permitted unless safety barriers or other enclosures are provided. No outside service area shall be located on public property or upon any street, alley, or sidewalk. No liquor consumption is allowed in City parks.</p> <p>NOTE: 06/02/2008 The state now allows sales to begin at 10 am on Sunday. Beer sales at special events on city property must include a Minnesota beer if beer is sold from a permanent or temporary building. A beer stand is considered to be a temporary building by the City Attorney. (340A.909). City facilities selling beer will have to comply.</p>	<p>event address, policy number, dates of liquor coverage)</p> <p>Per day - \$50.00 Alcohol awareness training per organization per year - \$25.00</p> <p>Inspection: License (651-266-9090)</p>
<p>LIQUOR - ON SALE (THEATER) Minnesota Statute 340A.404 subd. 2b Subd. 2b. Special provision; City of St. Paul. The city of St. Paul may issue an on-sale intoxicating liquor license to the Fitzgerald Theatre, the Great American History Theater at 30 East 10th Street, and the Brave New Workshop at the Palace Theater at 17 West Seventh Place, notwithstanding the limitations of law, or local ordinance, or charter provision relating to zoning or school or church distances. The license authorizes sales on all days of the week to holders of tickets for performances presented by the theater and to members of the non-profit corporation holding the license and to their guests.</p> <p>This license does not require a separate Sunday Liquor License.</p>	<p>Class N License Application Zoning Summary</p> <p>Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support</p> <p>Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease.</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the business</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the property</p> <p>Copy of Articles of Incorporation</p> <p>Two original State of Minnesota Liquor applications</p> <p>Federal and State Income Tax Returns for the past three years</p> <p>per location per year - \$1,630.00</p> <p>Record check</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p>

	<p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>LIQUOR - OUTDOOR SERVICE AREA (PATIO) (LC409.06(g)) Businesses selling or serving intoxicating liquors in areas outside the building structure which are immediately adjacent to and contiguous with the structure. Such outside service areas shall be seasonal, and shall not involve an enlargement of the building structure.</p> <p>LC409.06(g)(2) Off-street parking spaces may not be reduced by the establishment of an outside service area below the number of off-street parking spaces which would be required if the licensed premises together with the outside service area were to be newly constructed in conformity with the zoning code; provided, however, that this requirement may be modified by the council by resolution in accordance with LC409.08(11)(e).LC409.06(g)(4) No outside service area shall be located on public property or upon any street, alley or sidewalk, nor shall such outside service area hinder or obstruct vehicular or pedestrian traffic on any street, alley or sidewalk.</p> <p>Effective August 18, 2004, CF04-584, LC409.06(g) Seasonal outside service area. Licensee may sell or serve in areas outside the building immediately adjacent to and contiguous with, or on property leased or owned by the licensee which is within 45 feet of the property line of the licensed premises. Property which is not connected to the licensed premises cannot be used as an outside service area if it is located across a right of way such as a street or alley.</p>	<p>Class N License Application</p> <p>LC409.06(g)(1) ...statement in writing by ninety (90) percent of the owners of all private residences, dwellings and apartment houses located within three hundred (300) feet of the proposed outside service area that they have no objection to such service area. Measurements shall be determined from the property line of the licensed premises to the property line of the residential uses; provided, however, that where the licensed premises is located within a shopping mall or shopping center the measurements shall be determined from the nearest corner of the building in which the licensed premises is located to the property line of the residential use.</p> <p>Site Plan indicating the location of the patio in relation to your parking lot; patio dimensions; enclosures to be used to secure the patio and table placement</p> <p>Per location per year - \$72.00</p> <p>Inspections: Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>

<p>LIQUOR - OUTDOOR SERVICE AREA (SIDEWALK) (LC409.06g)</p> <p>Restaurants selling and serving intoxicating liquor in sidewalk areas outside the building structure which are immediately adjacent to and contiguous with the structure. Such outside service areas shall be seasonal, and shall not involve an enlargement of the building structure.</p> <p>LC409.06(g)(2) Off-street parking spaces may not be reduced by the establishment of an outside service area below the number of off-street parking spaces which would be required if the licensed premises together with the outside service area were to be newly constructed in conformity with the zoning code; provided, however, that this requirement may be modified by the council by resolution in accordance with LC409.08(11)(e).</p>	<p>Class N License Application</p> <p>LC409.06(g)(1) ...statement in writing by ninety (90) percent of the owners of all private residences, dwellings and apartment houses located within three hundred (300) feet of the proposed outside service area that they have no objection to such service area. Measurements shall be determined from the property line of the licensed premises to the property line of the residential uses; provided, however, that where the licensed premises is located within a shopping mall or shopping center the measurements shall be determined from the nearest corner of the building in which the licensed premises is located to the property line of the residential use.</p> <p>General Liability certificate stating that the City of Saint Paul is an additional insured and that the coverage extends to the sidewalk cafe area.</p> <p>Site Plan indicating the location of the sidewalk area in relation to the licensed business; sidewalk dimensions; table placement</p> <p>Statement of how you intend on insuring that alcoholic beverages are consumed only by patrons of the establishment who are of age and not be passers-by or persons who are not of age or who are obviously intoxicated. Reasonable steps</p>

	<p>may include the use of barriers or fences, supervision of the outside area by security or staff personnel, and/or surveillance by electronic monitors.</p> <p>Per location per year - \$33.00</p> <p>Inspections: Environmental Health &- License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>LIQUOR - UNDER AGE ACCESS (TEMPORARY) (LC409.08) A licensed liquor establishment must obtain an Under Age Access permit to sponsor, advertise or host any "18 & up nights", "college nights", "teen nights" or any other such designated live entertainment events (ie. musical performances by individuals or groups) in which individuals under the age of 21 are invited to participate. The event must be held in a portion of the building where liquor is not consumed, sold or served.</p> <p>The requirements of this ordinance shall not apply to the RiverCentre Complex, Midway Stadium, theaters, bowling alleys, or social functions which are not open to the public.</p> <p>Limitations: No more than 12 permits may be issued to any licensee annually and no more than one event may occur within three weeks of another such event.</p>	<p>Class T License Application</p> <p>Must hold an "Active" On Sale Liquor license and an "Active" Entertainment License</p> <p>Must submit floor plan of where event will be held.</p> <p>Must submit detailed plan on how they will separate and identify patrons under 21 years of age.</p> <p>Application must be made at least two weeks prior to the event.</p> <p>Per event fee - \$29.00</p>
<p>LISTS / RESEARCH / COPIES DSI Policy and Procedure Book (1.6)</p> <p>Fees indicate the labor and material cost of printing and copying documents.</p> <p>Copies - Documents which contain less than twenty (20) single-sided pages shall be provided free of charge. If multiple copies are requested and the total number of single-sided pages provided is equal to or less than twenty (20), no fee shall be required. The standard fee for copies shall be \$.50 per copy after twenty (20).</p> <p>Lists and/or Research - The fee for research and compilation of lists/reports shall be \$25.00 per hour regardless of length of list. The minimum fee for research shall be \$25.00.</p> <p>*Exemptions: No fee shall be required for any request made by District, City, County, or State Departments. Also, no fee shall be required from any individual who requests a list for any purpose other than the acquisition of personal profit or financial gain. Research fees may, however, be charged.</p>	
<p>LIVERY</p> <p>No City license required. Repealed 8/28/90.</p>	
<p>LOCK OPENING SERVICES (LC379)</p> <p>No City license required. Repealed 7/20/98.</p>	

MALT - OFF SALE 3.2 (LC410)

Non-intoxicating malt liquor containing not less than one-half of one percent alcohol by volume nor more than three and two-tenths (3.2) percent alcohol by weight sold for consumption off the premises only. According to state definition: 3.2 means 3.2 by weight. 4% means 4% by volume. They both equal out. However, if anything is sold at 5%, that would exceed what is permitted by law.

LC410.03(f) - Effective 3/10/2006, No new license shall be issued for an off-sale 3.2 malt liquor for any location which is within a radius of 300 feet as measured from property line to property line of any existing establishment with a license to sell off-sale 3.2 malt liquor.

The council may waive the 300 feet restriction if it makes findings that such a license is not inconsistent with the health, safety, morals and general welfare of the adjoining neighborhood

**Class N License Application
Zoning Summary**

Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support

or
MN Statute 340A.409 and CF99-729 (effective 10/15/1999) Insurance is not required by licensees who by affidavit establish that they are an off-sale 3.2 percent malt licensees with sales of less than \$50,000 of 3.2 percent malt for the preceding year

Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease

Copy of Purchase Agreement and/or Bill of Sale of the business

Copy of Purchase Agreement and/or Bill of Sale of the property

Copy of Articles of Incorporation

Per location per year - **\$191.00**

Record check

Inspections: Environmental Health & Fire

	<p>& License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>MALT - OFF SALE (Brewery) (LC409) 09/27/2006 per Council File #06-822</p> <p><i>Applicant must be a state licensed off sale brewery.</i></p> <p>LC409.02 Off sale brewery shall mean a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year. The barrels intended for off sale must be produced and packaged on the licensed premises for consumption away from the premises in 64-ounce containers commonly known as growlers in accordance with Minn Stat 340A.301.</p> <p>LC409.06(Q) An off sale brewery license may hold or have an interest in other retail on sale licenses, but may not have an ownership interest in whole or in part, or be an officer, director, agent, or employee of any other manufacturer, brewer, importer, or wholesaler or be an affiliate thereof whether the affiliation is corporate or by management, direction, or control.</p> <p>Notwithstanding this prohibition, a brewer holding an off sale brewery license may be an affiliate or subsidiary company of a brewery licensed in Minnesota or elsewhere if that brewer's only manufacture of malt liquor is 1) manufacture licensed under Minn Stat 340A.301(6); 2) manufacture in another state for consumption exclusively in a restaurant located in the place of manufacture; or 3) manufacture in another state for consumption primarily in a restaurant located in or immediately adjacent to the place of manufacture if the brewer was licensed under Minn State. 340A.301(6) on January 1, 1995.</p> <p>Except as provided in Minn Stat 3401.301(7a), no brewer or importer defined in this statute may have any interest, in whole or in part, directly or indirectly in the license, business, assets, or corporate stock of a licensed malt liquor wholesaler.</p> <p>The total retail sales of growlers at an off sale brewery may not exceed 500 barrels per year.</p>	<p>Class N License Application Zoning Summary</p> <p>State Brewpub Off Sale Malt application (Cross out "brew pub" and write in "brewery")</p> <p>Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support</p> <p>Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the business</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the property</p> <p>Copy of Articles of Incorporation Per location per year - \$174.00 Record check Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008) Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>

MALT - OFF SALE (Growler) (LC410) -

This license became effective December 17, 2003.

Applicant must be a state licensed brew pub and hold an on sale liquor license.

LC409.02 Off-sale/brewpub shall mean a brewer (licensed under MN Statute 340A.301, subd. 6(d), brewers who hold one or more retail on-sale licenses and who manufacture fewer than 3,500 barrels of malt liquor in a year, at any one licensed premises) who sells malt liquor produced and packaged on the licensed premises for consumption off or away from the premises.

LC409.08(17) An off-sale/brewpub may only sell at off-sale during legal hours for off-sale at exclusive liquor stores, and malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores.

LC409.08(18) An off-sale/brewpub must package the malt liquor in 64-ounce containers commonly known as growlers, bearing a twist type closure, cork, stopper or plug. At the time of the sale, a paper or plastic adhesive band, strip or sleeve shall be applied to the container and extend over the top of the closure, forming a seal that must be broken upon opening of the strip. The band, strip or seal must bear the name and address of the brewer, and the container must be identified as malt liquor, contain the name of the malt liquor and bear the name and address of the brewer selling the malt liquor and shall be considered intoxicating liquor unless otherwise labeled in accordance with Minnesota Rules, Part 7515.1100.

LC409.08(19) The total sales at on-sale or off-sale of a brewer licensed to sell at off-sale may not exceed 3,500 barrels per year and off-sales may not total more than 50% of the brewer's production or 500 barrels, whichever is less.

Effective 12/17/2003 CF03-886 - An ordinance regulating the use of land for off-sale of "growlers."

Effective 10/11/2003 CF03-694 - Malt Off Sale (Growler) license fee

Class N License Application
Zoning Summary

State Brewpub Off Sale Malt application

Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support

Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease

Copy of Purchase Agreement and/or Bill of Sale of the business

Copy of Purchase Agreement and/or Bill of Sale of the property

Copy of Articles of Incorporation

Per location per year - **\$174.00**

Record check

Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)

Letters are sent to the owner, neighbors (350 feet), and district organizations

<p>created. Effective 10/15/2003 CF03-693 - Malt Off Sale (Growler) license created.</p>	<p>notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>MALT - ON SALE (3.2) (LC410) Non-intoxicating malt liquor containing not less than one-half of one percent alcohol by volume nor more than three and two-tenths (3.2) percent alcohol by weight sold for consumption on the premises. According to state definition: 3.2 means 3.2 by weight. 4% means 4% by volume. They both equal out. However, if anything is sold at 5%, that would exceed what is permitted by law.</p> <p>Must have separate male and female restrooms.</p> <p>The city permits the holder of an on-sale wine license, who is also licensed to sell 3.2 beer on-sale and whose gross receipts are at least 60% attributable to the sale of food, to sell strong beer without paying an additional license fee. The strong beer request must be approved by DSI. (State Statute 340A.404 Subd. 5, LC 409.15(d))</p> <p>LC410.03(g) Licenses near school or church. No license for Malt On Sale (3.2), except for restaurant as defined LC409.15 having Wine On Sale or Malt On Sale Strong, located within 300 feet from any public or parochial school, church or synagogue, being calculated as the distance measured from property line of proposed location to property line of school, church, or synagogue. Or, upon written petition signed by school, church or synagogue, council by five sevenths vote disregard the provisions.</p>	<p>Class N License Application Zoning Summary</p> <p>Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support or MN Statute 340A.409 and CF99-729 (effective 10/15/1999) Insurance is not required by licensees who by affidavit establish that they are an on-sale 3.2 percent malt licensee with sales of less than \$25,000 of 3.2 percent malt for the preceding year</p> <p>Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the business</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the property</p> <p>Copy of Articles of Incorporation</p> <p>Federal and State Income Tax Returns for the past three years</p> <p>Per location per year - \$605.00 LC410.11 Highland 18, Highland 9,</p>

	<p>Como and Phalen Golf Course Club Houses - fee waived</p> <p>Record check</p> <p>Inspections: Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>MALT - ON SALE (3.2) (2 AM Closing) (LC410) Effective 12:01 AM on September 20, 2003, CF03-687</p> <p><i>In conjunction with Malt On Sale (3.2) only.</i></p>	<p>State application</p> <p>State fee: \$200.00 payable to AGED</p>
<p>MALT - ON SALE (STRONG) (LC410) Intoxicating malt liquor for consumption on the premise.</p> <p><i>Must be applied in conjunction with Wine - On Sale License</i></p> <p>Must have separate male and female restrooms.</p> <p>Wine and beer can be sold as a menu item only. For consumption on the licensed premises only in conjunction with the sale of food. (LC 409.15(a)(2))</p> <p>The city permits the holder of an on-sale wine license, who is also licensed to sell 3.2 beer on-sale and whose gross receipts are at least 60% attributable to the sale of food, to sell strong beer without paying an additional license fee. The strong beer request must be approved by DSI. (State Statute 340A.404 Subd. 5, LC 409.15(d))</p> <p>LC410.03(g)Licenses near school or church. No license for Malt On Sale (3.2), except for restaurant as defined LC409.15) having Wine On Sale or Malt On Sale Strong, located within 300 feet from any public or parochial school, church or synagogue, being calculated as the distance measured from property line of proposed location to property line of school, church, or synagogue. Or, upon written petition signed by school, church or synagogue, council by five sevenths vote disregard the provisions.</p>	<p>Class N License Application Zoning Summary</p> <p>Letter requesting the upgrade from (3.2) to Strong.</p> <p>Proof that 60% of sales are for food</p> <p>Liquor Liability Insurance in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support. or MN Statute 340A.409 and CF99-729 (effective 10/15/1999) Insurance is not required by licensees who by affidavit establish that they are an on-sale 3.2 percent malt licensee with sales of less than \$25,000 of 3.2 percent malt for the preceding year</p> <p>Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the business</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the property</p> <p>Copy of Articles of Incorporation</p> <p>Federal and State Income Tax Returns</p>

	<p>for the past three years</p> <p>Per location per year - \$604.00 (required Wine-On Sale) - per location per year - \$1,881.00</p> <p>Inspections: Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>
<p>MALT - ON SALE (TEMPORARY) (LC410)</p> <p>A club or charitable, religious or other nonprofit organization in existence for at least three (3) years, or a political committee registered under Minnesota Statutes, Section 10A.14, may obtain a temporary on-sale license to sell non-intoxicating malt liquor on the premises specified in the license, including playgrounds, school grounds, and school buildings.</p> <p>Such license shall be issued for a period not to exceed four (4) consecutive days. No more than three (3) four-day, four (4) three-day, two (2) six-day, or twelve (12) one-day temporary licenses, in any combination not to exceed twelve (12) days per year.</p> <p>No outside service area shall be permitted unless safety barriers or other enclosures are provided.</p> <p>No outside service area shall be located on public property or upon any street, alley, or sidewalk.</p> <p>Must have permission from Parks to serve 3.2 Malt in City parks. No liquor consumption (i.e. malt-strong, wine, liquor, etc.) is allowed in City parks.</p> <p>NOTE: 06/02/2008 The state now allows sales to begin at 10 am on Sunday. Beer sales at special events on city property must include a Minnesota beer if beer is sold from a permanent or temporary building. A beer stand is considered to be a temporary building by the City Attorney. (340A.909). City facilities selling beer will have to comply.</p>	<p>Class T License application</p> <p>Proof of non-profit status</p> <p>Letter of intent for requesting the temporary license (includes the nature of the event and whether it is public or private, address of the event, date and hours during which liquor will be sold/served, and the proposed use and disbursement of profits from the sales.)</p> <p>Letter of consent from owner lawfully responsible for premise for which license is requested.</p> <p>Copy of permission from Parks Dept (for park events)</p> <p>Liquor Liability certificate of insurance (includes the corporate name, DBA, event address, policy number, dates of liquor coverage)</p> <p>Per day - \$50.00 Alcohol awareness training per organization per year - \$25.00</p> <p>Inspection approval from License (651-266-9090)</p>
<p>MAPS (CITY OF ST PAUL)</p> <p>Maps may also be obtained from Department of Public Works. black and white - \$4.00 plus 7% tax color - \$8.00 plus 7% tax</p>	
MARATHONS	

MARRIAGE LICENSE

Public Health Center, 555 Cedar St, 651-266-1333

MASONRY

Cement masonry and finish cement

Building Trades Business license application

\$130.00 per trade license - the business must have a master holder. The master holder can only be a master for one business.

Competency Card application (applicant does not have to complete page 2 of the application)

\$17.00 per Competency card - applicant requires at least 7 years experience.

MASSAGE CENTER-A (Commercial) (LC412)

A building or portion of a building which is used for offering massage for a fee or other valuable consideration.

Class N License Application
Zoning Summary

Lease agreement

Detailed description of services to be provided

List of affiliated Massage Practitioners

Per location per year - **\$223.00**
(Non-profit organizations) - per location per year - **\$25.00**

Env Plan Rev fee - **\$403.00**

Env Change in owner fee - **\$100.75**

Record Check

Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)

MASSAGE CENTER-B (Home Location) (LC412)

A private home used for offering massage for a fee or other valuable consideration.

Class N License Application
Zoning Summary

Lease/rental agreement or proof of ownership

Detailed description of services to be provided

List of affiliated Massage Practitioners

Per location per year - **\$90.00**
Env Plan Rev (extension) - **\$164.00**
Env Change in owner fee - **\$41.00**

	<p>Record Check</p> <p>Inspections: Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p>
<p>MASSAGE CENTER-C (Adult) (LC60.201; LC412)</p> <p>A massage parlor which restricts minors by reason of age, or which provides the service of massage, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas".</p> <p>No obscene works shall be allowed.</p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>Detailed description of services to be provided</p> <p>List of Massage Practitioners operating on site with proof that each employee is at least 18 years old</p> <p>Per location per year - \$345.00 Env Plan Rev fee - \$380.00 Env Change in owner fee - \$95.00</p> <p>Record check</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>MASSAGE PRACTITIONER (LC414)</p> <p>A person who practices massage and conducts massage services from a licensed therapeutic massage center, state licensed health facility, or Saint Paul licensed home location.</p> <p>Policy: When a massage practitioner moves (changes affiliation) to a different massage center or home location, the practitioner must submit</p>	<p>Class N City License application</p> <p>Notarized copy of National Certification in Therapeutic Massage and Bodywork diploma or certificate OR Proof of successful completion of written and practical exams from the City of</p>

<p>proof of new affiliation with \$90.00. The old license must be canceled, and a new license created. (Reference LC310.11 - Transfers; general)</p>	<p>Saint Paul authorized examiner</p> <p>Proof of affiliation from a City of Saint Paul licensed massage center (commercial or home location) or state licensed health facility</p> <p>General Liability insurance \$1,000,000, Professional Liability insurance \$1,000,000. The City of Saint Paul must be listed as an additional insured. 30 days notice of cancellation is required.</p> <p>Per applicant expiring with insurance - \$90.00 (no partial fee refunds)</p> <p>Record check</p> <p>Inspections: Environmental Health & License (651-266-9090)</p>
<p>MASSAGE PRACTITIONER - ADDITIONAL LOCATION</p> <p>This license is required for massage practitioners who work at more than one licensed massage center, state licensed health facility, or Saint Paul licensed home location. The license expiration date should be prorated to expire with initial practitioner license expiration date.</p>	<p>Class N City License application.</p> <p>Must hold a Saint Paul Massage Practitioner license or be applying for a Massage Practitioner license along with the additional location license(s).</p> <p>Proof of affiliation for additional location(s) from a City of Saint Paul licensed massage center (commercial or home location) or state license health facility.</p> <p>Per location per year - \$27.00 (No partial fee refunds.) Expires with initial massage practitioner license expiration date.</p> <p>Inspections: Environmental Health & License (651 266-9090)</p>
<p>MASSAGE PRACTITIONER - WRITTEN EXAM</p> <p>The written exam will consist of 134 points / 65 questions consisting of multiple choice and true/false questions, and the identification of bones and muscles. The questions will cover the theory of massage, anatomy, and public health. A score of 75% or higher is considered passing.</p> <p>EXAM RESULTS: DSI will notify the examinee of the written exam results within five (5) business days of taking the exam.</p>	<p>City of Saint Paul, Office of DSI (Carmen), at (651) 266-9049 to make an appointment. Appointments can be scheduled between 9:00 am - 3:00 pm, Monday thru Friday.</p> <p>\$35.00 for each initial or re-take exam</p>
<p>MASSAGE PRACTITIONER - PRACTICAL EXAM</p> <p>The practical exam will consist of hygiene and sanitation methods of the therapist (25 pts.); applied clinical knowledge of stroke usage and technique (40 pts.); the therapist's appearance, character, and attitude</p>	<p>Contact Healing Bodywork & Massage Therapy Group, City of Saint Paul Practical Examiner, at (612) 378-3788 to make an appointment. Appointments</p>

<p>(20 pts.); and overall therapist's technique and/or unique individuality/characteristics (15 pts.). This will be graded on a pass/fail point basis (100 possible points). A score of 75% or higher is considered passing.</p> <p>EXAM RESULTS: The Examiner will notify the examinee of the practical exam results within five (5) business days of taking the exam.</p>	<p>can be scheduled between 9:00 am - 7:00 pm, Monday thru Friday. \$150.00 for each initial exam & \$100.00 for re-take or failed exam. \$75.00 for cancellation within 24 hours of appointment \$150.00 for a no-show or same day cancellation. \$30.00 returned check fee</p>
<p>MECHANICAL AMUSEMENT DEVICE - MAD (LC318) Effective 10/31/1999, per Bob Kessler, Mechanical Amusement Device Operator license no longer required.</p> <p>A coin-operated mechanical amusement device is any machine which, upon the insertion of a coin, token or slug, operates or may be operated by the public for use as a game, entertainment or amusement, which amusement device contains no automatic payoff device. This includes pinball machines, music machines, coin operated television units, motion picture machines, amusement rides (except amusement rides used at carnivals).</p>	<p>Class R License Application</p> <p>List of machine types (i.e. pool table, video game, juke box, dart board,...) and their locations</p> <p>Each Game Machine - per year - \$17.00 Each Music Machine - per year- \$17.00 Each Ride - per year - \$17.00 Each TV Unit - per year - \$1700</p> <p>Inspection: License (651-266-9090)</p>
<p>MECHANICAL PERMIT (LCC33.04(G)) No person shall install, alter, reconstruct, or repair any heating, ventilating, cooling or refrigeration equipment without first obtaining a permit to do such work from the Building Official. A separate permit shall be obtained for the equipment installed in each building or structure. A trade license is required for contractors. Homeowner / Homesteader may take out a permit to do mechanical work on 1 and 2 family dwellings. For 2 family dwelling units the homeowner / homesteader may only do the mechanical work in the side / half that they live in. Owner may not do mechanical work on Commercial property he/she owns - Licensed contractors who hold a license with the City of Saint Paul may do any trade work with permits.</p> <p><u>GAS BURNER OR OIL BURNER.</u> Each burner: \$70.00 for the 1st 100,000 BTU's per hour input or fraction thereof, plus \$13.00 for each add'l 100,000 BTU's. Maximum fee for each individual burner shall be \$833.00. Where dual fuel installations are made, the maximum combined permit fee not to exceed \$1,513.00. State surcharge is \$.50. Gas Burner work requires a Gas Burner license and Oil Burner work requires an Oil Burner license.</p> <p><u>STEAM FITTING OR HOT WATER, OR OTHER PIPING SYSTEMS.</u> Fee for new construction or alteration shall be one percent of the total valuation of the work. Value of work must include the cost of installation, alteration, addition and repairs including heat transfer units, accessories to the heating system including pipe, fittings and all labor materials necessary for installation. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor. Minimum fee is \$70.00. The state surcharge is based on the value of the job: \$1.00 to \$1000.00 is a \$.50 state surcharge. \$1,001.00 and up is .0005 times the value of the job.</p> <p>STEAM FITTING or hot water work requires a STEAM FITTING license. Other piping systems work requires one of the following licenses: Gas Burner, Plumbing / Gas fitting, Oil Burner, Refrigeration, or Steam fitting</p> <p><u>INCINERATORS.</u> Domestic incinerators are \$70.00 for each installation. Commercial and industrial incinerators are one percent of the total value of the work with a minimum of \$70.00 for each installation. State surcharge is \$.50. Incinerator work requires either a Gas Burner or Plumbing/Gasfitting license</p> <p><u>FACTORY BUILT FIREPLACE OR WOOD STOVE.</u> The fee for factory built fireplaces, fireplace inserts and wood stoves for residential use shall be \$70.00 per unit. Method for providing positive combustion air must be provided</p>	

with the permit application. State surcharge is **\$.50**. No license required.

TANK INSTALLATION and TANK REMOVAL PERMITS. As of July 1, 2002, all tank installations, tank removals, abandoning above or underground shall be permitted through the City of Saint Paul Fire Department. Contact: Fire Inspector Dave Bergman 651-266-8944. However, if the tank is for fuel oil to a heating plant (boilers or other heating devices), the permit from the Fire Department is applicable only for the tank and piping up to the first valve. The remaining piping from the first valve up to and including the heating appliance will still require a mechanical permit from the City of Saint Paul Department of Safety & Inspections (DSI). Contact: (651-266-9044)

REFRIGERATION. 1% of total value of work, minimum of **\$70.00**.

TO SCHEDULE AN INSPECTION, CALL YOUR AREA INSPECTOR BETWEEN 7:30 AND 9:00 AM - MONDAY THROUGH FRIDAY (651-266-9004)

License/Permit Clerks: (651-266-9090)

MERCANTILE BROKER (LC340)

Any person who through himself or any agent or agents, for commission or compensation of any type, kind or nature, engages in and carries on the business of selling, trading, exchanging or negotiating for the sale, trade or exchange of mercantile or merchandise business of any kind or description, or engages in the business of acting as an intermediary between buyer and seller of business in consideration of a brokerage fee or commission or compensation for the sale of the business or merchandise.

Class R License Application
Zoning Summary

Per broker per year - **\$72.00**

Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)

MILK PLANT/SERVICE (LC341)

Effective 01/15/2003, CF02-1026 - Chapter 341 is repealed by enacting a delegation agreement between the City and the Minnesota Department of Agriculture.

MINI MOTION PICTURE THEATER

Refer to **Theaters** for license information.

MINNEAPOLIS (CITY OF)

Building Inspection: 612-673-5800
Certificate of Occupancy: 612-673-5892
Licenses: 612-673-2080

MINNESOTA, State of

Auto License	651-296-6911
Boiler License	651-296-4531
Business License	651-296-5023
Caterer's Permit, liquor	651-296-6159
Cosmetologist, Salons and Schools	651-296-6319
Currency Exchange License	651-296-2297
Dealers License, Motor Vehicle	651-296-2977
Electricity, Board of	651-642-0800
Register Business Name/Corp Info Line	651-296-2803
Secretary of State	651-296-9216 (100 Rev. Dr. Martin Luther King Blvd. #180)
web site	www.sos.state.mn.us

Revenue Dept, TAX ID 651-296-6181 1-800-657-3777 651-297-2265 fax

Minnesota Business Information www.bizlinks.org

New and existing Minnesota businesses need to comply with regulations administered by state agencies.

Minnesota BizLinks is an electronic clearinghouse that provides links to state agency internet sites with the specific regulatory and tax information most businesses need. (Incorporation; Labor Laws; Licenses, Permits, Inspections; Taxes; Unemployment Insurance; Worker's Compensation; Zoning; Resources)

MINNESOTA CURRENCY EXCHANGE (LC381)

Effective 05/31/1999, CF99-232 Business operating in check cashing.
Currency exchange licenses are issued by the State and expire 12/31.

Note: City of Saint Paul Zoning ordinance requires 100 feet separation from residential use (measured from the nearest property line to the nearest property line)

State License Application (state performs record check); submitted to Minnesota Dept. of Commerce (651-296-2297)
The State forwards a copy of the application to the City of St. Paul for local review and approval or denial (60 days)

<p>Per Minnesota Statute 53A.01 Subdivision 1, "Currency exchange" means any person, except a bank, trust company, savings bank, savings association, credit union, or industrial loan and thrift company, engaged in the business of cashing checks, drafts, money orders, or travelers' checks for a fee. "Currency exchange" does not include a person who provides these services incidental to the person's primary business if the charge for cashing a check or draft does not exceed \$1 or one percent of the value of the check or draft, whichever is greater.</p>	<p>Per location per year - \$345.00</p> <p>Inspections: Fire & License (651-266-9108), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 15 days to respond.</p>
<p>MOBILE FOOD CART (LC331A)</p> <p>A cart used to prepare and/or serve food products that is not self-contained. Cart shall be returned daily to a commissary for re-supply and cleaning. Foods prepared and/or served shall be limited to those approved by the director of environmental health, based on the equipment being used and the design and construction of the cart.</p> <p>Permission from Civic Center (651-224-7361), State Capitol (651-296-6404 or 651-296-0797), and Parks (651-266-6400) required if operating within their jurisdiction.</p> <p>For Use of Street Permits, contact Public Works (651-266-6151)</p>	<p>Class R License Application Zoning Summary</p> <p>State the location of food sales (w/site plan)</p> <p>State the location of cart storage (w/site plan)</p> <p>State the location of your commissary</p> <p>List in detail cart (type/use, year, make, model, size, weight) information</p> <p>Per cart per year - \$217.00</p> <p>Renewable from April through September</p> <p>Inspection approvals from Environmental Health (651-266-9090 - Inspected and licensed by appointment), License (651-266-9090), Zoning (651-266-9008)</p>
<p>MOBILE FOOD CART / VEHICLE - NON-PROFIT (LC331A)</p> <p>A mobile food cart/vehicle that is licensed by, or for, a non-profit organization.</p> <p>If Mobile Food Vehicle - Non-profit: *License Conditions: Environmental Health regulations: Per Minnesota Statute 157.15, Subd. 9 - Mobile food unit means a food and beverage service establishment operating no more than 21 days annually at any one place and readily movable, without disassembling, for transport to another location.</p>	<p>Class R License Application Zoning Summary</p> <p>State the location of food sales (w/site plan)</p> <p>State the location of cart/vehicle storage (w/site plan)</p> <p>State the location of your commissary</p> <p>List in detail cart/vehicle (type/use, year, make, model, size, weight, VIN, plate #) information</p>

	<p>Per cart/vehicle per year - \$55.00</p> <p>Renewable from April through September</p> <p><i>If mobile food vehicle:</i> *Enter State of MN Rules in the License Conditions</p> <p>Inspection approval from Environmental Health (651-266-9090 - Inspected and licensed by appointment), License (651-266-9090), Zoning (651-266-9008)</p>
<p>MOBILE FOOD VEHICLE (LC331A)</p> <p>A food establishment preparing and/or serving foods from a self-contained vehicle, either motorized or within a trailer. Foods prepared and/or served shall be limited to those approved by the director of environmental health, based on the equipment being used and the design and construction of the vehicle. A separate commissary may be required for daily re-supply and cleaning.</p> <p>Permission from Civic Center (651-224-7361), State Capitol (651-296-6404 or 651-296-0797), and Parks (651-266-6400) required if operating within their jurisdiction. For use of street permits, contact Public Works (651-266-6151)</p> <p>*License Conditions: Environmental Health regulations: Per Minnesota Statute 157.15, Subd. 9 - Mobile food unit means a food and beverage service establishment operating no more than 21 days annually at any one place and readily movable, without disassembling, for transport to another location.</p>	<p>Class R License Application Zoning Summary</p> <p>State the location of food sales (w/site plan)</p> <p>State the location of vehicle storage (w/site plan)</p> <p>State the location of your commissary</p> <p>List detailed vehicle (VIN, plate number, year, make, model) information</p> <p>Per vehicle per year - \$244.00</p> <p>Renewable from April through September</p> <p>*Enter State of MN Rules in the License Conditions</p> <p>Inspection approvals from Environmental Health (651-266-9090 - Inspected and licensed by appointment), License (651-266-9090), Zoning (651-266-9008)</p>
<p>MONEY TRANSMITTER, money transfer</p> <p>State of Minnesota, Department of Commerce, 85 East 7th Place, 5th Floor, 651-282-9855</p> <p>\$4,000 initial license application fee (nonrefundable)</p> <p>\$2,500 renewal fee</p> <p>State requirements to be submitted: Net Worth Qualifications, Good Standing, Surety Bond, Statutory Trust</p>	
<p>MONTHLY / ANNUAL REPORT - DSI</p> <p>Displays number of permits and licenses received, trade examinations, and monies received for the month/year.</p> <p>Don Cheney - 651-266-9145</p>	
<p>MOTEL</p> <p>Refer to Hotel/Motel for license information.</p>	

MOTION PICTURE THEATER <i>Refer to Theater for license information.</i>	
MOTOR VEHICLE DEALER-NEW VEHICLES (LC401) Business engaged in the buying and selling of new motor vehicles. Motor Vehicle Dealers License: Minnesota Department of Public Safety (651-296-2977)	Class N License Application Zoning Summary MN Dealer License application Lease/rental agreement or proof of ownership Per location per year - \$345.00 Record check Inspections: Fire & License (651-266-9090), MN Dealer Unit, Zoning (651-266-9008) Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.
MOTOR VEHICLE DEALER-USED PARTS Business engaged in the sales of used vehicle parts <i>Refer to Second Hand Dealer-Motor Vehicle Parts for license information.</i>	
MOTOR VEHICLE DEALER-USED VEHICLES Business engaged in the buying and selling of used cars <i>Refer to Second Hand Dealer-Motor Vehicle for license information.</i>	
MOTOR VEHICLE SALVAGE DEALER (LC422) Any person engaged in the business of obtaining used motor vehicles to salvage and sell usable parts therefrom and who maintains a premises upon which to accumulate and dismantle such vehicles.	Class N License Application Zoning Summary MN Dealer License application Lease/rental agreement or proof of ownership Per location per year - \$345.00 Record check Inspections: Fire & License (651-266-9090), MN Dealer Unit, Zoning (651-266-9008) Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objections deadline has been set giving the community 30 days to respond.
MOTORCYCLE DEALER (LC401) Dealer in motorcycles, motor scooters and motor bikes, new and second hand only. Motor Vehicle Dealers License: Minnesota Department of Public Safety (651-296-2977)	Class N License Application Zoning Summary MN Dealer License application Lease/rental agreement or proof of ownership Per location per year - \$178.00

	<p>Record check</p> <p>Inspections: Fire & License (651-266-9090), MN Dealer Unit, Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>MOVIE THEATER Refer to Theaters/Movie Theaters for license information.</p>	
<p>MOVING PERMIT Required to move buildings into, within, through or out of the City of Saint Paul. FEES: Buildings larger than 12 feet high, 14 feet wide, 25 feet long other than buildings used for Group U, Division 1 occupancies: \$254.00 per move. Group U, Division 1 occupancy buildings larger than 12 feet high, 14 feet wide and 25 feet long: \$84.00 per move. Buildings or structures smaller than the size indicated above: \$70.00 per move.</p> <p>Structure Inspection application Garages and Group U occupancies - \$70.00 Dwelling other than Group U occupancies - \$106.00 Structures located outside city limits - \$70.00 per hour including travel time (minimum charge-1hour) When structure inspection is returned and completed by inspector, contact owner to inform inspection is done. Owner can now pull permit for repairs and slab.</p> <p>Mover completes moving permit applications. Licensed moving contractors with the State of Minnesota may pull permits to move buildings. Various sign offs will be required from certain utilities companies & various City of St Paul offices.</p>	
<p>MUSIC MACHINE (Juke Box) Refer to Mechanical Amusement Devices for license information.</p>	
<p>NAIL SALON Requires Zoning approval No City License required Note: <i>This business may require a City of Saint Paul license if the salon is offering other services such as tanning facility and/or massage center/massage practitioner license.</i></p>	
<p>NEWS / MAGAZINE STAND PERMITS Public Works (651-487-7250)</p>	
<p>NOISE PERMITS (Sound Level Variance) (LC293) A permit approved by City Council granting variances from the sound level restrictions contained in Chapter 293 of the Saint Paul Legislative Code. All property owners within 200 feet of the noise source, measured from the property line, must be notified by mail.</p>	<p>Sound Level Variance application</p> <p>\$164.00 per application</p> <p>Requires Public Hearing before City Council</p> <p>Inspection: Env. Health (651-266-9090)</p>

NOISE POLLUTION DSI Environmental Health Section (651-266-9090)															
NONCONFORMING USE PERMIT (determination of similar use) For establishing legal nonconforming use status or reestablishing, expanding or changing a nonconforming use. Uses that are not permitted in the zoning district in which located are considered nonconforming uses. Saint Paul has thousands of nonconforming uses. If the use was established when the zoning code would have allowed it, has been there since 1956 or has received Planning Commission approval, they are legal nonconforming uses. The zoning code includes regulations about nonconforming uses - changes, discontinuances and additions. Public Hearing held before the Planning Commission, Zoning Committee Full Planning Commission makes final decision 8 days after public hearing. Application filed with PED – Planning - \$650.00 <i>Note: A holder of a conditional use permit, nonconforming use permit or variance, which the planning commission, board of zoning appeals, or city council, has approved subject to annual review, shall pay to DSI, at the time the zoning administrator provides notice of the annual review to the permit holder, an annual review fee of \$50.00.</i>															
NONPROFIT STATUS The following forms are accepted as proof of nonprofit status: Federal Form 501C-3, Federal Form 990 or 990T, nonprofit Articles of Incorporation, State Tax Exempt Status form															
OFF-STREET PARKING, Zoning Standards for off-street parking: <table><tr><td>Location</td><td>Dimensions</td><td>Setbacks</td><td>Drainage</td><td></td></tr><tr><td>Curb cuts</td><td>Surfacing</td><td>Landscaping</td><td>Screening</td><td>Lighting</td></tr></table>						Location	Dimensions	Setbacks	Drainage		Curb cuts	Surfacing	Landscaping	Screening	Lighting
Location	Dimensions	Setbacks	Drainage												
Curb cuts	Surfacing	Landscaping	Screening	Lighting											
OIL BURNER LICENSE Certificate of Competency (Master Oil Burner) required Certificate of Insurance with a combined single limit of liability for bodily injury and property damage of \$500,000 Need copy of \$25,000 Code Compliance Mechanical Bond. File the bonds with Minnesota Department of Labor & Industry ph 651-284-5068. Worker's Compensation and Minnesota Tax ID \$130.00 per trade license															
OIL CHANGE (only) No city license required.															
OIL STORAGE <i>Refer to Bulk Oil Storage for license information.</i>															
ORIGINAL CONTAINER (LC331) <i>Refer to Retail Food Establishment for license information.</i> On 01/15/2003, the Original Container license was repealed.															
OVERLAY DISTRICTS, Zoning, <table><tr><td>Flood Plain</td><td>River Corridor</td><td>Tree Preservation</td><td>Special Sign Districts</td><td></td></tr><tr><td>State Fair Parking</td><td>Height</td><td>Historic Preservation</td><td>Central Corridor</td><td>Shepard Davern</td></tr></table>						Flood Plain	River Corridor	Tree Preservation	Special Sign Districts		State Fair Parking	Height	Historic Preservation	Central Corridor	Shepard Davern
Flood Plain	River Corridor	Tree Preservation	Special Sign Districts												
State Fair Parking	Height	Historic Preservation	Central Corridor	Shepard Davern											
OVERTIME INSPECTIONS Refer to Inspections Outside Of Normal Business Hours															
PAINTING HOUSE NUMBERS on curb, sidewalk, house Contact Public Works for curb or sidewalk painting No City license required															
PAINTING HOUSES (inside or outside) WATCH FOR HPC AREAS - If painting the outside of a house in the HPC area, requires Plan Review approval 651-266-9007. If painting the interior of a house, no City license or permit is required.															
PAINTING SIGNS ON COMMERCIAL BUILDINGS WATCH FOR HPC AREAS - If painting the exterior of a building in HPC area, requires Plan Review approval 651-266-9007. Refer to Sign Permits, for permit requirements															
PARADE PERMIT Saint Paul Police, Community Services - 651-558-2350 Parades and athletic events- Class A Permit															

PARKING GARAGE

Parking garage means a building or structure, or part thereof, in which a structural level (a level with space below the parking area that can be occupied) is used for parking, storing or maintaining motor vehicles.

Refer to **Parking Ramp** for license information.

PARKING LOT (LC417)

Any premises where ten (10) or more motor vehicles are parked, stored or allowed to remain, and where the owner or person storing or parking such vehicle is charged a fee. A Parking Lot license is not required for any parking area other than a parking garage that is exclusively used by or leased to occupants of a residence on the same or other premises for use only in connection with and as accessory to the occupancy of such residence.

Class N License Application
Zoning Summary

Lease/rental agreement or proof of ownership

Per location per year - **\$345.00**

Record check

Inspections: License (651-266-9090),
Zoning (651-266-9008)

Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.

PARKING PERMITS

For parking in loading zones, refer to **Commercial Vehicle** for license information.

Residential parking permits are available to residents for restricted parking in front of their property.

Contact: Public Works, 800 City Hall Annex, 651-266-6200

PARKING RAMP (LC417)

Parking Ramp is a building or structure, or part thereof, in which a structural level (a level with space below the parking area that can be occupied) is used for parking, storing or maintaining motor vehicles, and where the owner or person storing or parking such vehicle is charged a fee. Open to the public. Parking Ramp (Government) is government building or government structure, or part thereof, in which a structural level (a level with space below the parking area that can be occupied) is used for parking, storing or maintaining motor vehicles, and where the owner or person storing or parking such vehicle is not charged a fee. Parking Ramp (Private) is exclusively used by or leased to occupants of a residence or business on the same or other premises for use only in connection with and as accessory to the occupancy of such residence or business, and where the owner or person storing or parking such vehicle is not charged a fee. Closed to the public.

Class N License Application
Zoning Summary

Lease/rental agreement or proof of ownership

Per location per year - **\$345.00**

Government - **\$0.00**

Private Ramp - **\$0.00**

Record check

Inspections: Fire & License (651-266-9090), Structural Review (651-266-9072), Zoning (651-266-9008)

Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.

PARKING RAMP CONDITION SURVEYS

Oversees the City's requirement that ramp owners retain a licensed engineer to survey and report on the structural condition of their parking ramp. This is coordinated through the Certificate of Occupancy program enforced by Fire Prevention.

DSI Structural Engineer: Frank Berg: 651-266-9072

PARKING REQUIREMENT, MODIFICATION OF

Requires an inspection approval from Zoning (651-266-9008) - **\$375.00** per request

PATIO SERVICE

Refer to **Liquor - Outdoor Service Area** (Patio or Sidewalk) for license information.

<p>PAWN SHOP (LC344)</p> <p>Business which lends money at interest in exchange for personal property left at business location as security. Hours of operation: (7:00 am to 10:00 PM)</p> <p>Business must be located in at least a B-3 Zoning District with a conditional use permit.</p> <p>Per Standards and Conditions of Zoning Code LC65.531: The business shall be conducted within a completely enclosed building. The building in which the business is located shall be at least one hundred fifty (150) feet from the closest point of any residentially zoned property; provided, however, that this condition may be modified pursuant to section 61.500 subject to the following conditions:</p> <ol style="list-style-type: none"> 1. There is no existing pawnshop within five thousand two hundred eighty (5,280) feet of the proposed location, measured from the nearest building wall of the existing pawnshop to the nearest building wall of the proposed use, or if there is no building, to the nearest lot line of the proposed use. 2. Customer entrances shall not be oriented toward residentially zoned property. Customer parking shall not be closer to residentially zoned property than the primary entrance. 3. The location of a pawnshop at this location will not be contrary to any adopted district plan or other city program for neighborhood conservation or improvement, either residential or nonresidential. 4. The proposed use meets all other requirements for conditional use permits. <p>Effective 10/15/2003, CF03-695 - Billable transaction fee increased to \$3.00. This fee is a fee the Police Department collects for each pawn item in the Automatic Pawn System (APS).</p> <p>Requires Burglar alarm system & camera surveillance</p>	<p>Class N License Application Zoning Summary</p> <p>\$5,000 Surety bond</p> <p>Lease/rental agreement or proof of ownership</p> <p>Per location per year - \$2,717.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9090), Police, Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>

<p>PEDDLER/SOLICITOR/TRANSIENT MERCHANT (LC345)</p> <p>Effective February 2, 2008(Sec.345.01): Definition of Peddler: Any person selling goods or wares or other articles of value, including the peddling of event tickets. The term peddler shall not apply to any person who may sell or peddle the products of the farm or garden occupied & cultivated by themselves or who sells at a stand at one (1) of the public markets. All persons selling merchandise (including the peddling of event tickets, temporary and/or mobile; not including those selling from a storefront/retail business) are required to obtain a Peddler license. While vending in the City of Saint Paul, the vendor must have in their possession, their Peddler license or copy of the private property owner's written consent.</p> <p>RESTRICTIONS(Sec. 345.08)</p> <ul style="list-style-type: none"> (a) Peddlers peddling from vehicles or pushcarts shall not stand upon any sidewalk, street or alley for the purpose of disposing of their goods without first obtaining a use of street permit from the Department of Public Works, but this provision shall not prevent such peddlers from stopping for a sufficient length of time to complete a sale to such purchasers as may be present at the place where such stop is made. (b) No licensee shall have any exclusive right to any location in the public sidewalks, streets or other public property without first obtaining a use of street permit from the Department of Public works, nor shall any be permitted to operate in a congested area where such operation might impede or inconvenience the public use of such streets or public ways. For the purpose of this chapter, the judgment of a police officer or license inspector, exercised in good faith, shall be deemed conclusive as to whether the area is congested & the public impeded or inconvenienced. (c) Peddling is prohibited within one hundred (100) feet of an entrance to an entertainment venue within 3 hours of an event scheduled at that entertainment venue. (d) Peddling is prohibited within 25 feet of the sidewalk forming the corner at the intersection of two streets, or on any sidewalk less than six feet wide. (e) Peddling is prohibited within the State Capitol complex buildings & grounds & the St Paul river Centre complex buildings, grounds & surrounding sidewalks. Peddling is also prohibited at any park or parkway, building or place under the jurisdiction of the director of parks & recreation unless by the permission of said director or by some person duly authorized by the director & subject to such rules & regulations as the director shall prescribe. Peddling is not prohibited if the activity takes place on land owned or leased by said person. <p>*****Remember: A peddler license only allows for a vendor to stop for a sufficient length of time to complete a sale or transaction. The peddler must</p>	<p><u>Peddler</u> Individual must be 14 years of age or older to work for wages.</p> <p>Class R License Application</p> <p>Inventory List of goods to be sold</p> <p>Badge photo</p> <p>per person per year - \$72.00 duplicate badge - \$6.00</p> <p>**Cash or credit card payments can be approved immediately. **Check payments require 2 week processing time.</p> <p>Inspections: License (651-266-9090), Zoning (651-266-9008) (Public Works 651-266-6151)</p> <p><u>Solicitor</u> Class R License Application Inventory List of goods to be sold Badge photo \$1,000 surety bond. per person per year - \$72.00</p> <p><u>Transient Merchant</u> Class T License application Name and address of site where business will be conducted Inventory list of goods to be sold Ramsey County Transient Merchant License number (Contact 651-266-2178 - Sharon Cobb, Office of Elections & Voter Registration Services, Ramsey County Government Center, Kellogg level, 8:00am-4:30pm). per day - \$72.00 Phone Numbers to request for approval to sell at specific locations: State Capitol Grounds - 651-296-6404</p>

<p>move on once the transaction is completed. ALL PEDDLERS MUST COMPLY WITH DIRECTIONS GIVEN BY POLICE OFFICERS AT THE POINT OF SALE. *****</p> <p>Persons setting up (ie. table, tent, parked vehicle,...) to sell merchandise on private property (ie. parking lot, front yard, driveway) must submit a letter to DSI Zoning Specialist showing proof of the property owners' consent to operate on their property. This vendor does not require a peddler license.</p> <p>Note: Outdoor sales are first permitted by Zoning in a B-3 Zoning District (with an approved Special Condition Use Permit). Outdoor sales are NOT allowed in Residential Districts R-1 through R-4, OS-1 & 2, B-1, B-2, nor B-2C Zoning Districts. Areas designated as required parking for businesses may not be displaced to accommodate the outdoor sales. *In other words, persons must be advised that enforcement action will be taken by zoning staff because a person is not allowed to setup (sell) from private property.</p> <p>Peddlers / Solicitors are not licensed for what they sell. Peddlers / Solicitors are licensed for the manner in which goods/merchandise are being sold.</p> <p>The peddler / solicitor license does not license the merchandise being sold but how (in what manner) the merchandise is being sold. For example, persons in the business of selling used books at a book store (within a specific space of a building) does not require a business license in accordance with the First Amendment. However, persons going door-to-door or up-and-down the public streets or sidewalks will require a peddler license because of the manner in which the merchandise is being sold. However, if that peddler / solicitor is selling food, a mobile food cart or mobile food vehicle license is required.</p> <p><i>Exemptions:</i></p> <ol style="list-style-type: none"> <i>1) Non-profits (registered with the Secretary of State MN Statute 309.52 as a charitable organization or exempted pursuant to 309.515) are exempt from Chapter 345 when persons are soliciting for a charitable, religious, political, or educational organization or soliciting orders for future door-to-door delivery of newspapers.</i> <i>2) With permission from the Special Event Holder, persons can set up to display / sell their wares during special events because the public area is covered by a block party permit. (Note: Mobile merchandise vendors within that special event are still required a Peddler license.)</i> <p>To clarify the difference between peddlers and solicitors, solicitors are persons going door-to-door taking orders (advanced payment) for future final delivery of merchandise (including books, cds,...) Solicitors must submit a \$1,000.00 Surety bond with their license application</p> <p>Solicitor license is required for individuals who accept payment before final delivery of a product or service.</p> <p>Transient Merchant license is required for businesses who set up temporarily at a hotel or other location for the sale of new goods.</p>	<p>RiverCentre - 651-265-4800 St Paul Parks - 651-266-6400</p> <p>PEDDLING OF TICKETS / TICKET SCALPING: Pursuant to MS Statute 609.805, Tickets can not be issued, sold or offered to be sold for admission to an event a price greater than that stated on the ticket, a price greater than that charged at the place of admission or printed on the ticket.</p>
<p>PEST CONTROL (LC334)</p> <p>The control or elimination of insects, vermin, rodents and pest birds, including but not limited to, starlings, sparrows and feral pigeons, within or outside of any structure, by the application and use of chemicals, trapping, structural alterations and other control limits.</p>	<p>Class R License Application Zoning Summary</p> <p>List of employees and their State of Minnesota license number</p> <p>Proof of Insurance-\$100,000/\$200,000 personal injury or accidental death. \$10,000 property damage. 30 day notice of cancellation</p> <p>Per business by insurance exp date - \$178.00</p>

	Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)
PESTICIDE APPLICATION Refer to Lawn Fertilizer & Pesticide Application	
PET GROOMING FACILITY (LC382) The act of grooming a pet (mobile or storefront). Shall include, but not limited to, the bathing, fur clipping or manicuring of any pet. This license is for any facility engaged in the practice of pet grooming that is not a "pet shop". Grooming at Veterinary Hospitals does not require a license.	Class R License Application Zoning Summary Per location per year - \$72.00 Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)
PET SHOP (LC347) Business kept or maintained for the care, exhibition for sale, sale or purchase of live dogs, cats, rabbits or other small animals, or any birds, reptiles or fish, but shall not include veterinary hospitals or persons or places selling only frogs, fish, worms or reptiles for use as live bait for fishing. This license includes pet grooming.	Class R License Application Zoning Summary Per location per year - \$178.00 Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)
PLAN REVIEW/LIFE SAFETY (LC33.04(B)) *For Plan Review/Structural (See Structural Plan Review) <u>PLAN REVIEW FEES:</u> BUILDING PERMIT VALUATIONS EXCEEDING \$1,000.00 GENERALLY REQUIRE PLAN CHECK FEE. IF ADDITIONAL PLAN REVIEW IS REQUIRED BY CHANGES, ADDITIONS OR REVISIONS TO APPROVED PLANS THE FEE IS: \$70.00 PER HOUR PLAN EXAMINERS: (651-266-9007)	
PLASTER LICENSE Certificate of Competency (Master Plaster) is required. Certificate of Insurance with a combined single limit of liability for bodily injury and property damage of \$500,000 Worker's Compensation Minnesota Tax ID Fee is: \$130.00	
PLASTER/STUCCO PERMIT (LCC33.04(G)) Homeowner may take out a permit to do plaster/stucco work on 1 and 2 family dwellings. Homeowner may NOT do plaster/ stucco work on Commercial property he/she owns. The following is required for permit issuance: On Residential 1 to 4 units, permit can be issued to a State Building Contractor, State Remodeling Contractor or City of St Paul Stucco/Plaster trade Licensee. All residential units more than 4 units & commercial structures require the Stucco/Plaster trade license. <u>PERMIT REQUIRED FOR:</u> <u>Re-dash, Patching, and Spray-on Fireproofing, Plastering, Stucco, Veneer Plaster and Exterior Insulation & Finish System</u> The fee is 1% of the estimated job cost with a minimum fee of \$70.00 . State surcharge is based on the estimated cost of the project: \$1.00 - \$1,000 is a flat \$.50 (minimum surcharge is \$.50) \$1,001.00 & over is .0005 times the estimated cost of the job Contact: License/Permit Clerk (651-266-9090)	

PLAT MAPS

LAND RECORDS - 651-266-2181

PLUMBING/GAS FITTING LICENSE

RAMSEY COUNTY WATER

Ramsey County water utilities are serviced by Saint Paul.

In order for a plumber to pull a permit for the City of Maplewood, the plumber must have a City of Saint Paul Plumbing license and Certificate of Competency (Master Plumber/Gas fitter)

Requirements for Plumbing license:

Need both \$25,000 Plumbing Bond & \$25,000 Mechanical bond. If your insurance is included on Bond, no separate certificate of insurance is required. File the bonds with Minnesota Department of Labor & Industry: Plumbing Bond, call 651-284-5888 & Mech Bond, call 651-284-5068.

Need general liability insurance

Worker's Compensation

Minnesota Tax ID

Need full time employee that holds a master plumbing comp card

Fee is: **\$130.00**

PLUMBING, GAS FITTING & INSIDE WATER PIPING PERMITS (LCC33.04(G))

No person shall install, remove, alter, repair, or replace or cause to be installed, removed, altered, repaired or replaced any plumbing, gas or drainage piping work, standpipe system, sprinkler system, or any fixture or water heater or treating equipment in a building or premises without first obtaining a permit to do such work from the Building Official. A separate permit shall be obtained for each building or structure.

Homeowner/Homesteader may take out a permit to do plumbing work on 1 and 2 family dwellings. For 2 family dwelling units the homeowner/homesteader may only do the plumbing work in the side/half that they live in.

Homeowner/Homesteader is not allowed to do his own plumbing for the following:

1. New Single Family Dwellings
2. New Duplex or any other new residential unit.
3. Vacant Buildings
4. Commercial property he/she owns

Licensed plumbing contractors with the City of Saint Paul may obtain permits to do any plumbing work.

PERMIT Fees:

Fixtures: Initial Permit Fee - **\$76.00**

Each plumbing fixture installed, whether New, Set, Rough-in or Replaced, including Waste and/or Vent Piping - **\$28.00**

Each water supplied plumbing fixture - **\$6.00**

**New structures: do not fill in water piping fixture area. You must apply to St. Paul Regional Water Services for new water service. (651-266-6270)

Sewers / Disposals: Storm Sewer - **\$62.00** each

Sanitary Sewer - **\$62.00** each

Private Disposal Systems (plans required) - **\$213.00** each

Gas Fitting: Any gas piping appliance or appurtenances that will not be used for space heating purposes.

Any gas burning water heaters, dryers, ranges or other devices including gas piping:

For each water heater up to 100,000 BTU's - **\$28.00** each, minimum fee of **\$58.00**

For each device up to 100,000 BTU's - **\$28.00** each, minimum fee of **\$58.00**

For each device in excess of 100,000 BTU's - **\$11.00** for each additional 100,000 BTU or portion thereof, minimum fee of **\$58.00**, maximum fee of **\$757.00**

Gas Fitting only permit, with no other installed plumbing fixtures or sewer or disposal work has a minimum fee of **\$58.00**.

You do not pay the initial fee. State surcharge of **\$50** must be paid.

ADDITION TO PERMITS: Fill out the form as if you were applying for a new permit. Indicate only the additional work being installed and in the comments area of the form indicate the original permit number you are adding to.

DO NOT PAY THE INITIAL FEE OR STATE SURCHARGE.

<p>License/Permit Clerks (651-266-9090) To schedule an inspection, call your area inspector between 7:30 AM and 9:00 AM - Monday through Friday (651-266-9005) State of Minnesota Plumbing (651-627-5100)</p>	
<p>POLLUTION CONTROL State of Minnesota (651-296-8011)</p>	
<p>POOL & BILLIARD HALL (LC322) Any business operating a pool and billiard hall for public use. This license includes the first coin-operated table. Liquor establishments are exempt from this license; however, each coin-operated table will require a Mechanical Amusement Device (MAD, includes video arcade machines, juke boxes, dart games,...) license.</p> <p>Zoning Notes: Two (2) parking spaces are required for each pool table within the business. Building where business is located, must be more than 100 feet from the nearest residential property line.</p> <p>Note: <i>additional licenses may be required, i.e. food, game room, entertainment, cigarette/tobacco, ...)</i></p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>List of types of machines</p> <p>Per location per year - \$178.00 each MAD per year - \$17.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>POTLUCK EVENTS (Minnesota Statutes, Section 157.22) Potluck is a meal at which one or more of the attendees brings food that are donated and shared by the attendees. Any fundraising efforts must be separate from the potluck event. Events sponsored by a licensed food establishment or for which food is prepared or held in the kitchen of a licensed food establishment is not a potluck event. For more information, contact the State of Minnesota Environmental Health Services Section at 651-215-0870</p>	
<p>PRECIOUS METAL DEALERS Business to buy precious metals, melt down & resell. Ramsey County Property Records & Revenue, attn: Karen Norgard, 50 West Kellogg Blvd, Suite 820, Saint Paul, MN 55102, phone: 651-266-2014. Not required to have a Second Hand Dealer license for estate jewelry.</p>	
<p>PRESUMPTIVE PENALTIES <i>Refer to Adverse Action</i></p>	
<p>PRIVATE CHRISTMAS PARTIES (LC409.07(2d)) The license holder of premises having an on-sale license may once a year during the Christmas season have a private party at no charge to the guests after the lawful closing hours; provided, that no sales of intoxicating liquors or non-intoxicating malt liquor shall be made at or during the party. Written requests to hold a private Christmas party must be submitted to DSI 30 days prior to the proposed date of the party. Inspections: License (651-266-9090) DSI will notify the Chief of Police of the date and times of each proposed party.</p>	
<p>PRIVATE CLUB <i>Refer to Liquor On Sale - Club for license information.</i></p>	
<p>PRIVATE DISPOSAL PERMIT USE PLUMBING PERMIT FORM Fee is \$213.00 per disposal - No Initial Fee (State Surcharge is \$.50)</p>	

<p>PRIVATE EVENT – RESTAURANT/LIQUOR CATERER</p> <p>Any person holding a restaurant license in the City of Saint Paul who does not also hold a license to sell liquor may request permission from the Office of DSI to hire a liquor caterer for a “private event” at which a liquor caterer licensed to provide alcohol in the City of Saint Paul may sell or serve liquor at the non-liquor licensed location.</p> <ol style="list-style-type: none"> 1) The private event can be for no more than one (1) day. 2) The private event shall not be open to the public. 3) No more than three (3) private events in twelve (12) months. 4) Request for private event must be received fifteen (15) days prior to the event. 5) The “private event” may be held only if permission is granted from the Office of DSI. Permission may contain reasonable conditions that must be followed during the event. 6) The Office of DSI can refuse permission for a “private event” if the restaurant has had prior adverse actions arising out of a “private event”, the restaurant has previously failed to obtain permission to host a “private event”, or the restaurant has had other violations which relate to the licensed establishment. Adverse action can be taken against the restaurant license(s) for any violations of state or local law. 	<p><u>Required from Restaurant Holder:</u></p> <p>Written request for permission to hire a liquor caterer to sell or serve liquor at a “private event” at a non-liquor licensed location. Letter of request must include the event address, date and hours of liquor service, the nature of the event, and approximate number of participants.</p> <p>- - - - -</p> <p><u>Required from State Liquor Caterer:</u></p> <p>Class T License application</p> <p>Copy of State Catering license.</p> <p>Diagram showing the liquor service area and the security that will be provided</p> <p>Approved request by the Office of DSI granting permission to hire a liquor caterer to sell or serve liquor at a “private event” at a non-liquor licensed location. Letter of request must include the event address, date and hours of liquor service, the nature of the event, and approximate number of participants.</p> <p>A letter of consent from the owner and/or person with lawful responsibility for premise from which license is being requested.</p> <p>Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support, and must note the location, date, and time of liquor service</p> <p>Per event - \$29.00</p> <p>Inspection: License (651-266-9090)</p>												
<p>PRIVATE FUEL PUMP (LC336)</p> <p>Effective May 19, 2001, Chapter 336 was eliminated.</p>													
<p>PRIVATE PARTY (ie. Wedding receptions)</p> <p>No license required if host bar (as long as there is no monetary exchange for alcohol at any time). Restaurant (with no liquor license) can not close their facility to have a private party with liquor service. A restaurant is licensed to be a restaurant business only.</p>													
<p>PUBLIC WORKS</p> <table> <tr> <td>Dumpster Permits</td><td>651-266-6151</td></tr> <tr> <td>Use-of-Street Permits.</td><td>651-266-6151</td></tr> <tr> <td>Sewer {New Construction}</td><td>651-266-6234</td></tr> <tr> <td>Curb Cuts</td><td>651-266-6120</td></tr> <tr> <td>Sidewalk Permits</td><td>651-266-6120</td></tr> <tr> <td>Sidewalk Contrs License (DSI) . . .</td><td>651-266-9090</td></tr> </table>		Dumpster Permits	651-266-6151	Use-of-Street Permits.	651-266-6151	Sewer {New Construction}	651-266-6234	Curb Cuts	651-266-6120	Sidewalk Permits	651-266-6120	Sidewalk Contrs License (DSI) . . .	651-266-9090
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RAIN LEADER/ROOF DRAIN PERMIT REQUIRES PLUMBING PERMIT Fee is \$28.00 per Rain Leader/Roof Drain; Initial fee of \$76.00 per permit (State Surcharge is \$.50)	
REAL ESTATE LICENSE State of Minnesota - 651-296-6319	
RECIPROCAL COMPETENCY CARDS (MUST HOLD MINNEAPOLIS CARD) Master Ventilation Master Warm Air Jrny Warm Air & Vent Master/Jrny Plumbing Master/Jrny Gas Burner Master/Jrny Oil Burner Master/Jrny Steam Fitting Master/Jrny Refrigeration	
RECYCLING COLLECTION CENTER (LC408) A facility in a building for acceptance by donation, redemption, or purchase of recyclable materials. Facility may allow limited compacting or crushing of recyclable materials.	Class N License Application Zoning Summary Lease/rental agreement or proof of ownership Per location per year - \$178.00 Record Check Inspections: Ramsey County, Dept of Public Health (651-773-4458), Environmental Health (651-266-9090), Fire & License (651-266-9090), Zoning (651-266-9008) Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.
RECYCLING PROCESSING CENTER (LC408) Reusable materials but not including yard waste. Facility that accepts, stores and processes recyclable materials whether or not maintained in connection with another business. Processing includes but is not limited to bailing, briquetting, crushing, compacting, grinding, shredding, sawing, shearing, sorting, and the heat reduction of recyclable materials. Includes transfer station for construction and demolition debris. *For transfer station of construction and demolition debris: Ramsey County Public Health (Larry Carlson: 651-292-7899)	Class N License Application Zoning Summary Lease/rental agreement or proof of ownership Per location per year - \$816.00 Record Check Inspections: Ramsey County, Dept of Public Health (651-773-4458), Environmental Health (651-266-9090), Fire & License (651-266-9090), Zoning (651-266-9008) Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.
REFRIGERATION LICENSE Certificate of Competency (Master Refrigeration) required	

<p>Certificate of Insurance with a combined single limit of liability for bodily injury and property damage of \$500,000 is required. Need copy of \$25,000 Code Compliance Mechanical Bond. File the bonds with Minnesota Department of Labor & Industry ph 651-284-5068. Worker's Compensation and Minnesota Tax ID Fee is: \$130.00</p>	
<p>REFUSE HAULER & ONE VEHICLE (LC357) Effective 10/99, Refuse Hauler and one vehicle changed to Solid Waste Hauler & Vehicle. Refer to Solid Waste Hauler & Vehicle for license information.</p>	
<p>REGISTER A BUSINESS NAME State of MN, Secretary of State - 100 Rev. Dr. Martin Luther King Blvd. #180 (651-296-9216, 651-296-2803, 651-292-7518)</p>	
<p>REINSPECTION FEE This fee is assessed under provisions of Section 305(g) U.B.C. \$70.00 per hour, one hour minimum</p>	
<p>RENTAL HALL (LC405) Any building, room, premises, facility, or portion thereof which is available for use by any person or persons upon the payment of a fee. Refer to Dance or Rental Hall for license information.</p>	
<p>RENTAL OF CLOTHING (LC349) Repealed effective 7/13/98</p>	
<p>RENTAL OF HOSPITAL EQUIPMENT (LC350) The business of renting hospital equipment or sick room equipment of any kind, type, or nature.</p>	<p>Class R License Application Zoning Summary</p> <p>Per location per year - \$72.00 Per vehicle per year - \$72.00</p> <p>Inspections: License (651-266-9090), Zoning (651-266-9008)</p>
<p>RENTAL OF KITCHENWARE (LC351) The business of renting multi-use kitchenware (all multi-use utensils other than tableware used in the storage, preparation, conveying or serving of food), utensils (instruments used in the storage, preparation, conveying or serving of food), tableware (all multi-use eating and drinking utensils, including knives, forks and spoons), or multi-use food and/or beverage fountains (any automatic device which dispenses food and/or beverage without the necessity of replenishing the device between each serving operation).</p>	<p>Class R License Application Zoning Summary</p> <p>Per location per year - \$72.00</p> <p>Inspections: Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p>
<p>RENTAL OF TRAILERS (LC352) The renting of trailers to the public, designed to be attached to the lessee's motor vehicle and for the use of which the lessee is charged a fee.</p>	<p>Class R License Application Zoning Summary</p> <p>Per location per year - \$178.00</p> <p>Inspections: License (651-266-9090), Zoning (651-266-9008)</p>
<p>RENTAL REGISTRATION Owners must register a rental property with the City of Saint Paul. Housing Code Enforcement for a Provisional Certificate of Occupancy. (651-266-1900)</p>	
<p>RESEARCH / COPIES / LISTS DSI Policy and Procedure Book (1.6) Fees indicate the labor and material cost of printing and copying documents. Copies: Documents which contain less than twenty (20) single-sided pages shall be provided free of charge. If multiple copies are requested and the total number of single-sided pages provided is equal to or less than twenty (20), no fee shall be required.</p>	

The standard fee for copies shall be **\$.50 per copy after twenty (20)**.

Lists and/or Research: The fee for research and compilation of lists/reports call Don Cheney ph 651-266-9145.

*Exemptions: No fee shall be required for any request made by District, City, County, or State Departments. Also, no fee shall be required from any individual who requests a list for any purpose other than the acquisition of personal profit or financial gain. Research fees may, however, be charged.

<p>RESTAURANT (LC331A)</p> <p>1- (no seats) - A food establishment with food preparation and service for carry-out, delivery or on-site dining with no seats.</p> <p>2- (1-12 seats) - A food establishment with food preparation and service for carry-out, delivery, or on-site dining with seating 1-12 seats.</p> <p>3-(13-50 seats) - A food establishment with food preparation and service for carry-out, delivery, or on-site dining with seating 13-50 seats.</p> <p>4-(51-150 seats) – A food establishment with food preparation and service for carry-out, delivery, or on-site dining with seating 51-150 seats.</p> <p>5-(151 + seats) – A food establishment with food preparation and service for carry-out, delivery, or on-site dining with seating of 151 and over.</p> <p>D-(Add-on & Add-on Bar Only) - A license for food preparation or bar area that is in addition to a licensed primary Restaurant 1 to Restaurant 5 location and that is operated within a licensed facility. The primary restaurant shall be the food preparation/bar area that is at or qualifies for, the highest restaurant license category.</p> <p>E- (Extension) - A license to extend food preparation and/or food holding during normal business hours, to exterior areas contiguous to the building in which the restaurant is located, such as a patio or parking lot. Permitted foods shall be limited to those allowed by the current restaurant license.</p> <p>L-(Limited)-A food establishment that shall not prepare or serve potentially hazardous foods. Service is limited to beverages, bakery products or prepackaged foods. (Restaurant (L) –Limited was formerly called Restaurant (C)-Limited.</p>	<p>Class R License Application Zoning Summary</p> <p>Lic fee for 1 - \$435.00 Env Plan Rev (1) fee - \$381.00 Env Change of ownership fee-\$95.25</p> <p>Lic fee for 2 - \$476.00 Env Plan Rev (2) fee - \$381.00 Env Change of ownership fee-\$95.25</p> <p>Lic fee for 3 - \$580.00 Env Plan Rev (3) fee - \$625.00 Env Change of ownership fee-\$156.25</p> <p>Lic fee for 4 - \$631.00 Env Plan Rev (4) fee -\$625.00 Env Change of ownership fee-\$156.25</p> <p>Lic fee for 5 - \$673.00 Env Plan Rev (5) fee - \$625.00 Env Change of ownership fee- \$156.25</p> <p>D-Add-on lic fee - \$272.00 Env Plan Rev (D) - \$381.00 Env Change of ownership fee - \$95.25</p> <p>D-Add-on(Bar Only) lic fee - \$109.00 Env Plan Rev D (Bar only) - \$190.00 Env Change of ownership fee - \$47.50</p> <p>E-Extension lic fee - \$164.00 Env Plan Rev (E) fee - \$136.00 Env Change in ownership fee - \$34.00</p> <p>Lic fee for L - \$272.00 Env Plan Rev (L) fee - \$381.00 Env Change of ownership fee-\$95.25</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>RETAIL FOOD ESTABLISHMENT (LC331A)</p> <p>An establishment or that portion of any location or business that is dedicated to the retail serving, preparation, processing, sale of grocery, bakery or animal products.</p> <p>Retail means the sale of food products directly to the consumer, usually in small quantities and not usually intended for resale.</p>	<p>Class R License Application Zoning Summary</p> <p>Lic fee for A - Bakery or Butcher or Grocery 1-100 sq ft - \$82.00 Env Plan Rev (A) fee - \$136.00 Env Change of owner fee - \$34.00</p>

<p><i>Refer to Retail food establishment - Secondary facility for additional licenses required.</i></p> <p>Note: <i>This business may require other City of Saint Paul licenses such as cigarette/tobacco, malt off sale, restaurant . . .</i></p>	<p>Lic fee for B - Bakery or Butcher or Grocery 101-1,000 sq ft - \$109.00 Env Plan Rev (B) fee - \$272.00 Env Change of owner fee - \$68.00 Lic fee for C - Bakery or Butcher or Grocery 1,001-3,000 sq ft - \$408.00 Env Plan Rev (C) fee - \$408.00 Env Change of owner fee - \$102.00 Lic fee for D - Bakery or Butcher or Grocery 3,001-6,000 sq ft - \$652.00 Env Plan Rev (D) fee - \$516.00 Env Change of owner fee - \$109.00 Lic fee for E - Bakery or Butcher or Grocery 6,001-10,000 sq ft - \$978.00 Env Plan Rev (E) fee - \$652.00 Env Change of owner fee - \$163.00 Lic fee for F - Bakery or Butcher or Grocery over 10,000 sq ft - \$1,413.00 Env Plan Rev (F) fee - \$816.00 Env Change in owner fee - \$204.00</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>RETAIL FOOD ESTABLISHMENT-FARMERS' MARKET (LC331A) An establishment operated in accordance with and subject to the regulations and provisions of Chapters 11 (City Market) and 331A (Food Protection Standards) of the Saint Paul Legislative Code. Exclusions: Minnesota Consolidated Food License Law, Section 28A.15, Subd. 2 - Persons selling products of the farm or garden occupied and cultivated by them do not require a City of Saint Paul license; but they shall be required to comply with all applicable food regulations.</p> <p>07/16/2003 per KS, LRZ, CM, CAA phone conference with Ray Jefferson (Police), the Farmers' Market (Growers' Assoc and Jack Gerten) have a contract with the City to operate at 5th & Wall. There is no block party permit at this location. Restrictions are per individual.</p>	<p>Class R License Application Zoning Summary</p> <p>Lic fee per site per year - \$164.00</p> <p>Inspections: Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p>
<p>RETAIL FOOD ESTABLISHMENT-NON-PROFIT (LC331A) An establishment operated by a non-profit organization, such as a food shelf, that provides food without charge, for humanitarian purposes.</p>	<p>Class R License Application Zoning Summary</p> <p>Lic fee per site per year - \$27.00 Env Plan Rev fee - \$55.00 Env Change in owner fee - \$13.75</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>RETAIL FOOD ESTABLISHMENT-RESTRICTED FOOD SERVICE (LC331A) This license allows the serving of foods that shall be restricted to coffee, popcorn, bakery products or nonalcoholic beverages for establishments that have a retail food establishment license but do not have one or more retail food establishment - secondary facility license. Example: Auto convenience store that sells grocery items and offers self-serve coffee and donuts.</p>	<p>Class R License Application Zoning Summary</p> <p>Lic fee per operation per site per year - \$79.00</p> <p>Inspections: Environmental Health &</p>

	Fire & License (651-266-9090), Zoning (651-266-9008)
RETAIL FOOD ESTABLISHMENT-SECONDARY FACILITY (LC331A) A service or operation which is separate, distinct or unique from the central or main food area, within a licensed retail food establishment, used for the sale, serving, preparation, processing or salvaging of foods. Examples of a secondary facility include a bakery, butcher or salvage operation within a grocery store type of establishment or a grocery operation within a butcher or bakery type of establishment. This license shall also allow the serving of foods that shall be restricted to coffee, popcorn, bakery products or nonalcoholic beverages. Each secondary facility requires a separate license. (Secondary Operations are Grocery, Butcher, Bakery, or Salvage) Note: <i>This business may require other City of Saint Paul licenses such as cigarette/tobacco, malt off sale, restaurant . . .</i>	Class R License Application Zoning Summary Lic fee per operation per site per year - \$82.00 Env Plan Rev fee - \$381.00 Env Change in owner fee- \$95.25 Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)
RETAIL FOOD ESTABLISHMENT-TEMPORARY (LC331A) A temporary establishment where food sales shall be restricted to prepackaged non-potentially hazardous foods or canned or bottled nonalcoholic beverages; operating no more than fourteen (14) days annually at any one location. For example, a Peddler selling cans of soda in areas near the state fairgrounds or similar locations.	Special Event Food Sales application Zoning Summary Lic fee per site per year - \$65.00
RETAIL SALES Zoning and Fire requirements must be met. City license not required.	
RETURNED CHECKS \$30.00 plus check amount	
REZONING (Zoning) When a proposed use is not permitted in a specific zoning district, the zoning for the property must be changed to a district in which the use is permitted. Public Hearing is held before the Planning Commission, Zoning Committee. Full Planning Commission makes final decision 8 days after public hearing. For all rezonings; the Planning Commission's decision is a recommendation only to the City Council. PED Ph# 651-266-6589	Application is filed with PED - Planning \$1,000.00 up to one (1) acre of land \$250.00 for each add'l acre of land \$250.00 add'l fee for rezoning to PD Planned Development District or TN3(M) Traditional Neighborhood District with a master plan. \$250.00 add'l fee for any permit or variance application submitted for consideration by the planning commission at the same public hearing as a rezoning.
RIVER TOUR BOATS According to Minnesota Statute 340A.408 Subd. 4, The annual license fee for licensing of Lake Superior, Saint Croix River, and Mississippi River tour boats shall be \$1,000. The commissioner shall transmit one-half of this fee to the governing body of the city that is the home port of the tour boat or to the county in which the home port is located if the home port is outside a city.	
ROLLER RINK (LC353) Business operation of a roller skating rink.	Class R License Application Zoning Summary Per location per year - \$72.00 Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)
ROOFING PERMIT	

Refer to Building Permit Requirements	
<p>ROOMING HOUSES AND BOARDING; DORMITORIES (LC321)</p> <p>Rooming House--Provides living and sleeping for more than four (4) unrelated individuals for periods of one week or longer.</p> <p>Boarding House--Includes Rooming House definition plus provides meals to its residents.</p> <p>Supervised - Rooming and/or Boarding House Facility which provides personal assistance and supportive services.</p> <p>The establishment may require a Food-Boarding facility license if the establishment prepares and or serves food to occupants of a licensed rooming and/or boardinghouse or supervised rooming and/or boardinghouse.</p> <p>**If State Dept. of Health licensed, facility is exempt from City licensing.</p>	<p>Class R License Application Zoning Summary</p> <p>A supervised facility must submit a certificate of insurance: \$300,000 general liability single limit coverage per occurrence for injuries or damages to persons or property.</p> <p>Lic fee per location per year - \$178.00 Food/Boarding Facility - per location per year - \$353.00 CF99-502 - License fee is not subject to refund.</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>SANDBLASTING</p> <p>PERMIT REQUIREMENTS VARY BY LOCATION.</p> <p>Environmental Health (651-266-9090), Plan Check (651-266-9007), Public Works (651-266-6151) State of Minnesota (651-627-5031)</p>	
<p>SANITARY DISPOSAL BUSINESS</p> <p>Adopted 07/07/1999 CF#99-511, Sanitary Disposal Business license repealed. <i>A license is still required for each Sanitary Disposal Vehicle used in the City of Saint Paul.</i></p>	
<p>SANITARY DISPOSAL VEHICLE (LC354)</p> <p>Vehicle used in a business which conducts the cleaning and removing of the contents of any septic tank, cesspool, sink, privy vault or other private drain.</p> <p>State law preempts the City from licensing the Sanitary Disposal Business.</p> <p>*Effective 12/01/2002 - per a decision made by DSI and Public Works, the license application for sanitary disposal vehicle no longer requires prior approval by Public Works.</p>	<p>Class R License Application Zoning Summary</p> <p>Public Liability - Bodily injury insurance (including death) in the amount of not less than \$250,000 for all damages arising out of bodily injuries to or death of one person, and subject to the same limit for each person in a total amount of not less than \$500,000 on account of any one accident; Property damage - Insurance in an amount of not less than \$150,000 for</p>

	<p>all damages to or destruction of property in any one accident, and subject to that limit per accident; further subject to a total of not less than \$200,000 for all damages to or destruction of property during the policy period; Automobile - Each vehicle must be covered by insurance in the amount of \$100,000 for bodily injury or accidental death of one person and \$300,000 for any one accident, as well as \$50,000 property damage. (The VIN and license plate number of each vehicle to be licensed must be listed on the insurance certificate.)</p> <p>Per vehicle concurrent with insurance expiration date - \$345.00 Per vehicle replacement - \$48.00</p> <p>Inspections: License (651-266-9090), Zoning (651-266-9008)</p>
<p>SANITARY SEWER PERMIT USE PLUMBING PERMIT FORM Fee is \$62.00 per sewer - No Initial Fee (State Surcharge is \$.50) Plans are required.</p>	
<p>SCHOOL FOOD SERVICE K-12 <i>Refer to Food Service / K-12 School</i></p>	
<p>SCRAP AND METAL PROCESSORS (LC420) Any business who obtains, stores and processes scrap iron and other metals into raw materials for re-melting, and whose principal product at any place of business is ferrous and nonferrous scrap for shipment to steel mills, foundries, smelters and refineries, and who has a place of business in Saint Paul with facilities and machines for such processing.</p>	<p>Class N License Application Zoning Summary</p> <p>Lease/rental agreement or proof of ownership</p> <p>Per location per year - \$345.00</p> <p>Record Check</p> <p>Inspections: Ramsey County, Dept of Public Health (651-773-4458), Environmental Health (651-266-9090), Fire & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors</p>

	(300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.
SEAFOOD, fresh (selling from a vehicle) - Refer to Mobile food vehicle and/or Mobile food cart for license information.	
SECOND HAND DEALER (LC355) Any natural person, partnership or corporation, either as a principal or agent or employee thereof, whose regular business includes selling or receiving tangible personal properties, excluding motor vehicles, previously owned, used, rented or leased. Separate designations: <i>Computer/electronic items.</i> Any person who deals in second hand computer or electronic items such as computers, dvd players, compact disc players, computer game players, dvd's, compact discs, computer games, palm pilots, or other similar types of items will be required to have a separate designation on the license as a computer/electronic secondhand dealer. <i>Antique dealers.</i> Any person who offers for sale any used property upon the basis, express or implied, that the value of the property, in whole or in substantial part, is derived from its age, historical association, or collectable status and where at least ninety (90%) percent of the inventory on hand at all times consists of antiques.	Class N License Application Zoning Summary Submit location information of where business records will be kept and/or maintained Submit proposed hours of operation per location per year - \$72.00 Record Check Inspections: Fire & License (651-266-9090), Police (651-292-3762), Zoning (651-266-9008)
SECOND HAND DEALER, Exhibition (LC355) Any person desiring to have an exhibition, convention, show or exposition of secondhand goods or antiques for a limited period of time, not to exceed five (5) consecutive calendar days. This shall not apply to persons exhibiting, showing, buying or selling second hand goods or antiques at a duly licensed exhibition, convention, show or exposition. No more than twelve (12) exhibitions may be held at a single location in a license year.	Class T License application \$5,000 surety bond per event per location - \$178.00 Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)
SECOND HAND DEALER, Multiple Dealer (LC355) The owner of a business, at which two (2) or more secondhand goods dealers are engaged in business by maintaining separate sales space and identifying themselves to the public as individual dealers.	Class R License Application Zoning Summary Per location per year - \$345.00 Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)
SECOND HAND DEALER-MOTOR VEHICLE (LC401) Business engaged in the buying and selling of secondhand motor vehicles. This license is required after selling five (5) vehicles per year. Motor Vehicle Dealers License: Minnesota Department of Public Safety (651-296-2977)	Class N License Application Zoning Summary State of Minnesota Dealer License application Lease/rental agreement or proof of ownership Per location per year - \$431.00 Record Check Inspections: Fire & License (651-266-9090), MN Dealer Unit, Zoning (651-266-9008) Letters are sent to the owner, neighbors (300 feet), and district organizations

	notifying them that an objection deadline has been set giving the community 30 days to respond.
SECOND HAND DEALER-MOTOR VEHICLE PARTS (LC401) Business engaged in the buying and selling of Second Motor Vehicle Parts. Sale of parts only, no dismantling is allowed.	Class N City License application Zoning Summary State of Minnesota Dealer License application \$5,000 surety bond Lease/rental agreement or proof of ownership Per location per year - \$431.00 Record Check Inspections: Fire & License (651-266-9090), MN Dealer Unit, Zoning (651-266-9008) Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.
SEPTIC SYSTEM Septic System Report Fees Individual Sewage Treatment System Inspection Report - Initial Report - New - \$50.00 Individual Sewage Treatment System Annual Maintenance Review - Annual Report - Renew - \$20.00 Well Water Analysis Report - Water Test - \$10.00 Inspection: Environmental Health (651-266-9090)	
S. A. C. (SERVICE AVAILABILITY CHARGE) ONE-TIME CHARGE, UPON ISSUANCE OF A BUILDING PERMIT COLLECTED FOR METROPOLITAN WASTE TO AMORTIZE COST OF WASTE TREATMENT FACILITIES. FEE BASED ON POTENTIAL DISCHARGE For more information: PLAN REVIEW: 651-266-9007	
7% DISCOUNT, Liquor - Alcohol Awareness Training Refer to Liquor, Malt, and Wine (On Sale and Off Sale) - 7% Discount for information details.	
SEWER CLEANING No city license required.	
SEWER INSTALLATION Refer to House Sewer Contractor for license information.	
SEWER PERMIT Public Works, 700 CHA, 651-266-6234	
SEWER REPAIR Refer to House Sewer Contractor for license information.	
SHARED PARKING PERMIT (Zoning Code 61.302(b)(11)&(c)) Filed with DSI, Zoning Section \$350.00 initial filing fee; \$50 annual review fee	
SHRUB TRIMMING No city license required.	
SIDEWALK CAFE (LC106) A licensed restaurant that expands its operation onto a part of the public sidewalk which immediately adjoins the licensed premises. All conditions of the city sidewalk café ordinance regarding table location	Class R License Application Site plan of proposed sidewalk cafe area

<p>and insurance must be met.</p> <p>Alcohol cannot be served at tables placed on the sidewalk (public right of way).</p> <p>A sidewalk café license does not allow for the preparation of food on the sidewalk. Food cannot be prepared outdoors without prior approval from Environmental Health.</p> <p>Minimum clearance width of 36 inches must be maintained on the public sidewalk at all times.</p> <p>No tables, chairs, or other furnishings can be left on the sidewalk when the café is not open.</p>	<p>Certificate of Insurance: General liability of at least \$500,000 and must state that the coverage extends to the area used for the sidewalk café. City of Saint Paul named as an additional insured.</p> <p>Per location per year - \$33.00</p> <p>Inspections: Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p>
<p>SIDEWALK CAFÉ WITH LIQUOR Refer to Liquor Outdoor Service Area (Sidewalk)</p>	
<p>SIDEWALK CONTRACTOR (LC356) Business engaged in building or repairing public sidewalks, curbs, driveways, trap doors, coal holes, tunnels, or areaways in, on or under any street or alley or public property of the City of Saint Paul. Contractor must contact the Traffic Signal Bureau to determine if these departments have plans to install additional ducts or facilities before new sidewalks are installed: Traffic Signal Bureau - 651-489-8871 Lighting Bureau - 651-489-8871 shop NSP Underground Gas & Electric - 651-221-4444 Northwestern Bell Telephone Co - 651-224-7381 downtown Underground Cable - 651-221-5844 east side; 651-221-5841 midway Water Department Water Shut-Off - 651-646-3188</p> <p>Make an appointment with Public Works - 800 CHA (651-266-6087) for approval to apply for this license</p> <p>Sidewalk permits must be obtained from the Sidewalk Division of the Department of Public Works (651-266-6121)</p>	<p>Class R City License application No certificate of competency required</p> <p>\$5,000 Sidewalk Bond</p> <p>Certificate of Insurance: Automotive Public Liability coverage in the amount of \$100,000 bodily injury per person, \$300,000 bodily injury per accident, and \$50,000 property damage per accident, and Non-Automotive Public Liability coverage in the amount of \$250,000 bodily injury per person, \$500,000 bodily injury per accident, \$150,000 property damage per accident, and \$200,000 property damage all accidents during the policy period. City of Saint Paul must be named as an additional insured.</p> <p>Expires with insurance or bond expiration date - \$178.00</p>
<p>SIGN DISTRICT REVIEW Filed with DSI \$25.00 Zoning 651-266-9084 or 651-266-9008 or 651-266-9080</p>	
<p>SIGN CONTRACTOR/OPERATOR LICENSE Building Trades Business License application \$10,000.00 surety bond obtained from a licensed Minnesota Agency OR proof of \$8,000.00 bond filed with the State Department of Commerce. Needs Worker's Compensation information. \$150.00 per year</p>	
<p>SIGN PERMIT (LCC33.04(G)) <u>Approvals that may be needed to obtain a sign permit:</u> HPC (Heritage Preservation Commission); Special Sign District; Zoning Must have and submit a copy of State of Minnesota sign permit when a sign is along a state trunk highway or interstate highway</p> <p>FEES FOR SIGN PERMITS: TYPE I – WALL & PROJECTING SIGNS: \$2.60 for each sq foot with a minimum fee of \$70.00. TYPE II – ROOF & FREESTANDING SIGNS: \$2.70 for each sq foot with a minimum fee of \$75.00. TYPE 111 – TEMPORARY & PORTABLE SIGNS: \$52.00 TYPE IV- AWNINGS PROJECTING OVER PUBLIC PROPERTY: \$2.10 Per linear ft with minimum fee of \$58.00</p>	

for each installation. No separate bldg permit required. (A separate sign permit is required for awnings with signage.)
 TYPE V- DEMOLITION OF SIGNS: \$70.00
 TYPE VI – REPAIR EXISTING SIGNS: 25% of the fee for a new or replacement sign, with a minimum fee of \$70.00.
 TYPE VII – MARQUEE OVER PUBLIC PROPERTY: \$138.00 for each installation.
 BILLBOARD EXTENSION PERMITS: \$48.00

If building modifications are necessary to accommodate a sign installation, an additional building permit shall be required.

STATE SURCHARGE: applies only to signs attached to buildings. \$.50 per permit application (not per sign) with the permit fee is up to & including \$1,000.00. Permit fees over \$1,000.00 the rate is 0.0005 per permit fee dollar..
REQUIREMENTS A Site plan drawing must be submitted indicating the following information: (some special sign districts require scaled drawings):

All lot dimensions, including street frontage

Location of structure(s)

Street and alley locations

Type, size, height, and location of sign(s) on the property, including canopy. If sign projects over public property, indicate height and projection over public right-of-way.

Note: Corner Lots must be indicated

Free standing signs & roof signs larger than 50 square feet require structural plans.

CONTACT: Zoning (651-266-9084 or 651-266-9008 or 651-266-9080)

SIGN INSPECTORS: OFFICE HOURS: 7:30 - 9:00 AM, call 651-266-9002

SIGNS, temporary (LC66.122.T)

A sign, flag, banner, pennant or valance constructed of cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without frames, which is not permanently secured, intended to be displayed for up to three (3) nonconsecutive times per calendar year, each for a limited period of time only, not to exceed thirty (30) days, or once a year not to exceed ninety (90) days except that such signs may remain in place during the time of the construction of a building, during the time a building is offered for sale, rent or lease, until the closing date of sale, or as otherwise regulated herein. A portable sign shall not be deemed to be a temporary sign.

SILK SCREENING

*Refer to **Finishing Shop** for license information.*

SIMILAR USE, Determination of (Zoning)

When a proposed use is not listed in the zoning code, a Determination of Similar Use will classify that use as similar to a specific permitted use. Filed with PED - Planning Division. Public Hearing held before the Zoning Committee of the Planning Commission. The full Planning Commission makes the final decision 8 days after the public hearing.

Residential -
 Commercial, Industrial, Institutional
 \$650.00

SINGLE SERVICE CONTAINER (LC341)

Effective 09/99, CF99-507, Single Service Container changed to Milk Plant/Service (Effective 01/15/2003, CF02-1026 - Chapter 341 is repealed by enacting a delegation agreement between the City and the Minnesota Department of Agriculture.)

SITE PLAN REVIEW

A formal review process where staff from different departments review site plans in a meeting with the applicant to resolve all site issues at one time. For new construction or expansion of buildings, parking lots and grading, except for one and two family homes not located in the river corridor. (The Planning Commission has delegated this review to staff but they occasionally choose to review complicated or controversial projects; it would then require a public hearing.) Meetings are held Wednesday mornings at 9:30 am.

The average length of time from application to completion is 21 days.

The applications must be submitted two weeks prior to the day of the meeting.
 Application filed with DSI

\$110.00 residential, 1-4 dwelling units

All other uses:

\$435.00 up to 25,000 sq ft of land

\$85.00 for each add'l 25,000 sq ft of land

SKI PERMITS - cross country skiing

This permit is required for any groomed trails in Ramsey County.
 Ramsey County Government Center, Room 820 - 651-266-2010

\$5.50 per person
 \$8.00/husband and wife per year

SKYWAY MANAGEMENT & ENFORCEMENT

DSI, Peg Fuller - 651-266-9117 Fire Prevention, Kevin Chapdelaine – 651-266-894

SLAUGHTERING , animals Environmental Health - 651-266-9090 - Zoning - 651-266-9008 Slaughter operations are no longer permitted in the City	
SMOKE DETECTOR PERMIT (Hard-Wired) REQUIRES ELECTRICAL PERMIT	
SNOW PLOWING/REMOVAL No city license required.	
SOLICITING FUNDS No city license required if on private property. (Example: jars in stores for contributions) Tag Days License is required on public property. (Examples: Salvation Army Christmas Bell Ringing, Veterans Poppy Days)	
SOLICITOR/TRANSIENT MERCHANT/PEDDLER (LC345) Definition of Solicitor: Solicitor means any person traveling either by foot, motor vehicle, or any other type of conveyance from place to place, house to house, or street to street, taking or attempting to take orders for sale of goods, wares, merchandise, for future delivery, whether or not such individual carries or exposes for sale a sample of the subject of such sale; provided, however, that this chapter shall apply only to solicitors who demand, accept or receive payment or deposit of money in advance of final delivery, and provided that he is not a transient merchant or peddler as defined herein. While vending in the City of Saint Paul, the vendor must have in their possession, their Solicitor license or copy of the private property owner's written consent. *****Remember: A Solicitor license only allows for a vendor to stop for a sufficient length of time to complete a sale or transaction. The solicitor must move on once the transaction is completed.*****	**Cash or credit card payments can be approved immediately. **Checks require 2 week processing time. Inspections: License (651-266-9090) <u>Solicitor</u> Class R License Application Inventory List of goods to be sold Badge photo \$1,000 surety bond.

<p>Persons setting up (ie. table, tent, parked vehicle,...) to sell merchandise on private property (ie. parking lot, front yard, driveway) must submit a letter to DSI Zoning Specialist showing proof of the property owners' consent to operate on their property. This vendor does not require a peddler license.</p> <p>Note: Outdoor sales is first permitted by Zoning in a B-3 Zoning District (with an approved Special Condition Use Permit). Outdoor sales are NOT allowed in Residential Districts R-1 through R-4, OS-1 & 2, B-1, B-2, nor B-2C Zoning Districts. Areas designated as required parking for businesses may not be displaced to accommodate the outdoor sales. *In other words, persons must be advised that enforcement action will be taken by zoning staff because a person is not allowed to setup (sell) from private property.</p> <p>Peddlers / Solicitors are not licensed for what they sell. Peddlers / Solicitors are licensed for the manner in which goods/merchandise are being sold.</p> <p>The peddler / solicitor license does not license the merchandise being sold but how (in what manner) the merchandise is being sold. For example, persons in the business of selling used books at a book store (within a specific space of a building) does not require a business license in accordance with the First Amendment. However, persons going door-to-door or up-and-down the public streets or sidewalks will require a peddler license because of the manner in which the merchandise is being sold. However, if that peddler / solicitor is selling food, a mobile food cart or mobile food vehicle license is required.</p> <p><i>Exemptions:</i></p> <ol style="list-style-type: none"> 1) <i>Nonprofits (registered with the Secretary of State MN Statute 309.52 as a charitable organization or exempted pursuant to 309.515) are exempt from Chapter 345 when persons are soliciting for a charitable, religious, political, or educational organization or soliciting orders for future door-to-door delivery of newspapers.</i> 2) <i>With permission from the Special Event Holder, persons can set up to display / sell their wares during special events because the public area is covered by a block party permit. (Note: Mobile merchandise vendors within that special event are required to have a Peddler license.)</i> <p>To clarify the difference between peddlers and solicitors, solicitors are persons going door-to-door taking orders (advanced payment) for future final delivery of merchandise (including books, cds,...). Solicitors must submit a \$1,000.00 Surety bond with their license application.</p>	<p>per person per year - \$72.00</p> <p><u><i>Transient Merchant</i></u> <i>Class T License application</i> <i>Name and address of site where business will be conducted</i> <i>Inventory list of goods to be sold</i> <i>Ramsey County Transient Merchant License number (Contact 651-266-2178 - Sharon Cobb, Office of Elections & Voter Registration Services, Ramsey County Government Center, Kellogg level, 8:00am-4:30pm).</i> <i>per day - \$72.00</i></p> <p><u><i>Peddler</i></u> <i>Individual must be 14 years of age or older to work for wages.</i> <i>Class R License Application</i> <i>Inventory List of goods to be sold</i> <i>Badge photo</i> <i>per person per year - \$72.00</i> <i>duplicate badge - \$6.00</i></p> <p>Phone Numbers to request for approval to sell at specific locations: State Capitol Grounds - 651-296-6404 RiverCentre - 651-224-7361 St Paul Parks - 651-488-7291</p>
<p>SOLID FUEL DEALER (LC333) Dealers who sell solid fuel (e.g. coal, lignite, briquettes, coke, firewood and other solid matter commonly used for heating purposes)</p>	<p>Class R License Application Zoning Summary</p> <p>State the location of all fuel storage yards</p> <p>State where the Solid Fuel Vehicles will be parked or stored</p> <p>Submit certificate of insurance showing proof of auto liability coverage against loss in the sum of at least \$5,000.00 for each delivery vehicle to be used in the licensed business, against liability imposed by law on account of damage to or destruction of property by reason of the ownership or operation of any such fuel delivery vehicle, or in lieu of such insurance submit a surety bond running</p>

	<p>to the City of Saint Paul in the penal sum of at least \$5,000.00, conditioned that said licensee shall pay any and all final judgments rendered against said licensee on account of any such damage to private or public property occasioned during the period of the license. Each vehicle to be driven in the City of Saint Paul must be listed and covered under the insurance certificate or surety bond (list VIN, make, model, year, and license plate number)</p> <p>Per business per year - \$178.00 Per vehicle per year- \$72.00 Per vehicle replacement - \$48.00</p> <p>Inspections: License (651-266-9090), Zoning (651-266-9008)</p>
<p>SOLID WASTE HAULER & VEHICLE (LC357) Vehicle engaged in the hauling of putrescible and non-putrescible solid waste, except body wastes, and includes garbage and rubbish.</p> <p>Vehicles need to be inspected at the Public Works Garage, 899 North Dale Street. Inspections are by appointment only. For an appointment contact Rich Jents at 651 266-9116.</p> <p>Any container placed on public property requires a Use of Street Permit.</p> <p>*Vehicle Stickers should be placed on the driver's side of the vehicle.</p>	<p>Class R License Application Zoning Summary</p> <p>General Liability Insurance: \$100,000 bodily injury per person, \$300,000 bodily injury per accident, and \$50,000 property damage per accident. Automobile Liability Insurance: \$100,000 bodily injury per person, \$300,000 bodily injury per accident, and \$50,000 property damage per accident. 30 day notice of cancellation. (Note: Each VIN and state plate number of each vehicle to be licensed must be listed on insurance certificate.)</p> <p>Schedule of charges</p>

	<p>Approved truck inspection report for each vehicle from Public Works (899 North Dale Street, 651-487-4700)</p> <p>Solid Waste Hauler w/one vehicle concurrent with ins exp. date - \$345.00 Each additional vehicle - \$72.00 Per vehicle replacement - \$48.00</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Ramsey County Public Health (651-292-7899), Zoning (651-266-9008)</p>
<p>SOLID WASTE TRANSFER STATION (LC357)</p> <p>An intermediate facility in which mixed municipal solid waste collected from any source is temporarily deposited to await transportation to another waste facility.</p> <p>*A copy of the application needs to be sent to Public Works for approval.</p> <p>Applicant must contact Ramsey County Public Health, 651-292-7899, and Minnesota Pollution Control Agency, 651-296-8621.</p>	<p>Class R License Application Zoning Summary</p> <p>Insurance: \$100,000/\$200,000 personal injury or accidental death, \$50,000 property damage.</p> <p>Per location per year - \$1,630.00</p> <p>Inspections: Environmental Health & Fire & License (651-266-9090), Zoning (651-266-9008), Public Works</p>
<p>SOUND LEVEL VARIANCE REFER TO NOISE PERMIT</p>	
<p>SOUND TRUCKS & BROADCAST VEHICLE (LC359)</p> <p>Any vehicle, motor drawn or otherwise which has attached any device for amplifying and broadcasting through one or more loudspeakers speech or music whether produced from records or radio reception or vocally through microphone and which projects sound from such vehicle with a total speaker volume of more than one watt. Cannot operate between the hours of 7:00 p.m. and 9:00 a.m.</p> <p>Exempt from licensure: A vehicle which is used in a bona fide parade. A vehicle which is granted a permit under section 152.18(b) by the Chief of Police.</p>	<p>Class R License Application</p> <p>Proof of non profit status</p> <p>Certificate of insurance: \$100,000 on account of bodily injuries to or death of any person or persons and in the sum of \$20,000 on account of damage to or destruction of property</p> <p>List of type and kind of sound making or broadcasting device</p> <p>Per vehicle - \$72.00 Per vehicle (non-profit organization) - \$25.00</p> <p>Inspections: License (651-266-9090)</p>

SPECIAL CONDITION USE PERMIT <i>Refer to Conditional Use Permit.</i>	
SPECIAL EVENT FOOD-BEVERAGE (NO ALCOHOL) (LC331A) A temporary establishment (during special events only) where food sales shall be restricted to canned or bottled nonalcoholic beverages, operating no more than (14) days annually at any one location. Effective September 18, 2004, 04-669 - An ordinance amending Chapter 331A of the Saint Paul Legislative Code to establish a temporary beverage sales license. 04-670 - An ordinance amending Chapter 310 of the Saint Paul Legislative Code to add a category and \$5.00 fee for temporary beverage sales (previously licensed at \$60.00).	Special Event Food Sales application Per 1-14 day event - \$5.00
SPECIAL EVENT FOOD SALES - 1 TO 3 DAYS (LC331A) A fair, carnival, circus, public exhibition or community celebration which shall include any event requiring a permit under LC366.02. A license for a food establishment at a special event, where the food operations shall be restricted to the menu items, food preparation methods and equipment that have been submitted with the application and approved by the director of environmental health. Any change in menu items, food preparation methods and/or equipment shall require approval by the director prior to the event. This license shall be valid for only one event that shall not exceed three (3) consecutive days. This license shall only be issued in conjunction with a special event.	Special Event Food Sales application Per 1-3 day event - \$190.00 Inspections: Environmental Health (651-266-9090), License (651-266-9090) Cash payment required for applications received less than eight (8) days before event. The following fees are charged in addition to the regular license fee: if applying 3 days before the event - \$27.00 if license issued onsite by inspector - \$55.00
SPECIAL EVENT FOOD SALES - 4 TO 14 DAYS (LC331A) A fair, carnival, circus, public exhibition or community celebration which shall include any event requiring a permit under LC366.02. A license for a food establishment at a special event, where the food operations shall be restricted to the menu items, food preparation methods and equipment that have been submitted with the application and approved by the director of environmental health. Any change in menu items, food preparation methods and/or equipment shall require approval by the director prior to the event. This license shall be valid for only one event that shall not be less than four (4) and shall not exceed fourteen (14) consecutive days. This license shall only be issued in conjunction with a special event.	Special Event Food Sales application Per 4-14 day event - \$217.00 Inspections: Environmental Health (651-266-9090), License (651-266-9090) Cash payment required for applications received less than eight (8) days before event The following fees are charged in addition to the regular license fee: if applying 3 days before the event - \$27.00 if license issued onsite by inspector - \$55.00
	Special Event Food Sales application

<p>SPECIAL EVENT FOOD SALES - ANNUAL (LC331A) A fair, carnival, circus, public exhibition or community celebration which shall include any event requiring a permit under LC366.02.</p> <p>A license for a food establishment participating in an unlimited number of special events within a twelve-month period, where the food operations shall be restricted to the menu items, food preparation methods and equipment that have been submitted with the application and approved by the director of environmental health. At the time of application, all events to be participated in during the upcoming twelve-months must be listed. Any change in the events listed shall be submitted in writing, to the director for approval, a minimum of seven (7) days prior to the event. Any change in menu items, food preparation methods and/or equipment during the twelve-month license period shall require submission of a new license application and fee. This license shall only be issued in conjunction with a special event.</p>	<p>Per annual event - \$272.00</p> <p>Inspections: Environmental Health (651-266-9090), License (651-266-9090)</p> <p>Cash payment required for applications received less than eight (8) days before event</p> <p>The following fees are charged in addition to the regular license fee: if applying 3 days before the event - \$27.00 if license issued onsite by inspector - \$55.00</p>
<p>SPECIAL EVENT FOOD SALE - Customer Appreciation Refer to Customer Appreciation - Food Sales for license information.</p>	
<p>SPECIAL EVENT FOOD SALES - Extension (LC331A) A fair, carnival, circus, public exhibition or community celebration which shall include any event requiring a permit under LC366.02.</p> <p>A license for a restaurant to extend food sales in conjunction with a special event to areas contiguous to the restaurant, and where the food operations shall be restricted to the menu items, food preparation methods and equipment that have been submitted with the application and approved by the director of environmental health. Any change in menu items, food preparation methods and/or equipment shall require approval by the director prior to the event. This license shall be valid for only one event that shall not exceed fourteen (14) consecutive days.</p>	<p>Special Event Food Sales application</p> <p>Per event - \$109.00</p> <p>Inspections: Environmental Health (651-266-9090), License (651-266-9090)</p> <p>Cash payment required for applications received less than eight (8) days before event</p> <p>The following fees are charged in addition to the regular license fee: if applying 3 days before the event - \$27.00 if license issued onsite by inspector - \$55.00</p>
<p>SPECIAL EVENT FOOD SALES - Food Give-Away (LC331A) An individual or organization distributing food products at no charge. Food operations shall be restricted to the items, food preparation methods and equipment that have been submitted with the application and approved by the director of environmental health. Any change in menu items, food preparation methods and/or equipment shall require approval by the director of environmental health prior to the give-away. This license shall be valid for only one give-away that shall not exceed three (3) consecutive days.</p>	<p>Special Event Food Sales License application</p> <p>\$55.00 per one give-away event</p> <p>Inspections: Environmental Health (651-266-9090), License (651-266-9090)</p> <p>Cash payment required if applying less than eight (8) days before the event</p> <p>The following fees are charged in addition to the regular license fee: if applying 3 days before the event - Late fee - \$27.00 if license is issued on-site by the inspector - Emergency fee - \$55.00</p>

<p>SPECIAL EVENT FOOD SALES - Non-Profit (LC331A) A fair, carnival, circus, public exhibition or community celebration which shall include any event requiring a permit under LC366.02.</p> <p>A non-profit organization selling food in conjunction with a special event where the food operations shall be restricted to the menu items, food preparation methods and equipment that have been submitted with the application and approved by the director of environmental health. Any change in menu items, food preparation methods and/or equipment shall require approval by the director prior to the event. This license shall be valid for only one event that shall not exceed fourteen (14) consecutive days.</p>	<p>Special Event Food Sales application Need proof of non profit status Per event - \$55.00</p> <p>Inspections: Environmental Health (651-266-9090)</p> <p>Cash payment required for applications received less than eight (8) days before event</p> <p>The following fees are charged in addition to the regular license fee: if applying 3 days before the event - \$27.00 if license issued onsite by inspector - \$55.00</p>
<p>SPECIAL EXHIBITION Refer to Second Hand Dealer-Exhibition for license information.</p>	
<p>SPORTS CLUB Refer to Health/Sports Club for license information.</p>	
<p>SPRINKLER SYSTEM, FIRE Requires Fire Suppression Permit through Fire Prevention, 375 Jackson St. #220, phone: 651-266-9090</p>	
<p>STATE CAPITOL GROUNDS STATE OF MN 651-296-6404</p>	
<p>STATE FAIR FOOD/PEDDLER VENDING INFO Special Event Food licenses to sell on private property outside the MN State Fair can only be issued to vendors who have approval from a property owner who holds a State Fair Vending Permit in the State Fair Vending Overlay District. Food may be sold from licensed food vehicles parked in a legitimate on street parking space.</p> <p>Special Event Food and Peddler licenses will not be issued for boulevard locations, sidewalk locations, private property outside the overlay district, or stationary merchandise stands on private property (A State Fair Permit will be necessary).</p> <p>Vendors are prohibited from selling the following items: lottery tickets, pull tabs or other forms of gambling devices, tobacco products, liquor, fireworks, firearms or any other weapons, obscene materials or performances, currency exchanges or tendering any financial instruments for cash, permanent tattooing, body piercing, pawn shops and live animals.</p>	
<p>STATE FAIR GROUNDS CITY OF FALCON HEIGHTS 651-644-5050 or 651-642-2200</p>	
<p>STATE FAIR PARKING OVERLAY DISTRICT LC67.100 Establishes a special zoning district where state fair parking on residentially zoned property may be permitted in required side and front yards only during the period of the Minnesota State Fair within the boundaries of the subdistrict. Must have written consent of adjoining property owners on both sides of the subject yard. Written consents must be obtained prior to each annual state fair. Refer to Zoning (651-266-9008).</p>	
<p>STATE FAIR VENDING OVERLAY DISTRICT (LC67.102) Establishes a special zoning district for the purpose of permitting and regulating vendors and exhibitors during the Minnesota State Fair to display goods and services for sale or examination on residential yards within the boundaries of the subdistrict. Refer to Zoning (651-266-9008).</p>	
<p>STATE FAIR VENDING PERMIT (LC61.302(b)) A vending permit obtained by the property owner of a parcel located within the State Fair Vending Overlay District to display goods and services for sale or examination on their residential yard within the boundaries of the subdistrict. Must have written consent of adjoining property owners on both sides of the subject yard.</p>	<p>Refer to Zoning (651-266-9008)</p> <p>\$100.00 Annual fee per parcel on which vending will occur.</p>

NOTE: If selling food, a Special Event Food license approved by Zoning and Environmental Health is also required.	
STEAM FITTING LICENSE Certificate of Competency (Master STEAM FITTING) Certificate of Insurance with a combined single limit of liability for bodily injury and property damage of \$500,000. Need copy of \$25,000 Code Compliance Mechanical Bond. File the bonds with Minnesota Department of Labor & Industry ph 651-284-5068. Needs Worker's Compensation information and Minnesota Tax ID number. Fee is: \$130.00	
STEAM ROOM/BATH HOUSE - A & B (LC428) An establishment providing a steam bath or heat bathing room used for the purpose of pleasure, bathing, relaxation or reducing, utilizing steam or hot air as a cleaning relaxing or reducing agent. (B) Adult Steam Room/Bath House requires written proof that each employee is at least 18 years old	Class N License Application Zoning Summary Lease/rental agreement or proof of ownership per site per year - \$345.00 Record check Inspections: Environmental Health & Fire & License (651-266-9090) and Zoning (651-266-9008) Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.
STORAGE FACILITY Requires Building Permits, Site Plan Review and Zoning approval No city license required	
STORM SEWER PERMIT REQUIRES PLUMBING PERMIT Fee is \$62.00 per sewer - No Initial Fee (State Surcharge is \$.50)	
STREET ADDRESS New addresses are issued by Public Works. 651-266-6127	
STREET PERMIT , use of Refer to Use Of Street Permit	
STRUCTURAL PLAN REVIEW Plan review (or any code enforcement issues) pertaining to the structure of the building. 651-266-9072	
STUCCO / PLASTER PERMIT (LCC33.04(G)) Homeowner may take out a permit to do plaster/stucco work on 1 and 2 family dwellings. Homeowner may NOT do plaster/ stucco work on Commercial property he/she owns. The following is required for permit issuance: On Residential 1 to 4 units, permit can be issued to a State Building Contractor, State Remodeling Contractor or City of St Paul Stucco/Plaster trade licensee. All residential units more than 4 units & commercial structures require the Stucco/Plaster trade license. <u>PERMIT REQUIRED FOR:</u> <u>Re-dash, Patching, and Spray-on Fireproofing, Plastering, Stucco, Veneer Plaster and Exterior Insulation & Finish System</u> The fee is 1% of the estimated job cost with a minimum fee of \$70.00. State surcharge is based on the estimated cost of the project: \$1.00 - \$1,000 is a flat \$.50 (minimum surcharge is \$.50) \$1,001.00 & over is .0005 times the estimated cost of the job	

<p>PLAN EXAMINERS: (651-266-9007) To schedule an inspection, call your area inspector between 7:30AM and 9:00AM, Monday-Friday (651-266-9002) License/Permit Clerks (651-266-9090)</p>	
<p>STUCCO LICENSE Refer to Plaster for license information.</p>	
<p>STUMP REMOVAL No city license required.</p>	
<p>SUBDIVISION REVIEW For the creation of any new subdivision. Public Hearing held before the City Council.</p>	<p>Application filed with PED, Planning. \$140.00 for a lot split Preliminary plat/registered land survey: \$500.00 up to one (1) acre of land \$125.00 for each add'l acre of land \$200.00 final plat/registered land survey \$435.00 for subdivision regulations to be considered by the Saint Paul City Council.</p>
<p>SUNDAY, on sale liquor Refer to Liquor-On Sale (Sunday) for license information.</p>	
<p>SURCHARGE, State State surcharge was established by the Minnesota State Building Code Act on July 1, 1971. The "Class A" surcharge is levied against permits for which there is a fixed fee not based on the value of the improvement. The "Class B" surcharge is levied against permits for which the fee is based on the value of the improvement.</p>	
<p>SURVEY A certified survey will be required for all new construction including 1 and 2 family dwellings. The site survey will be prepared by a licenses surveyor and include: lot survey, required setbacks from property lines, proposed location of the house, location of sidewalks, curbs, or streets as applicable, significant elevation variations.</p>	
<p>SWIMMING POOL (LC360) License is required for any outdoor and indoor public swimming pool. Schools and governmental agencies are exempted by policy.</p>	<p>Class R License Application Zoning Summary per location per year - \$345.00 Inspections: Environmental Health & License 651-266-9090), Zoning (651-266-9008)</p>
<p>TAG DAYS (LC391) Nonprofit organizations soliciting for funds on public property. Valid for sixty (60) consecutive days (e.g. Poppy sales by VFW) Application must be submitted 2 weeks prior to beginning of event.</p>	<p>Class T License application Show proof of nonprofit status. Submit letter which includes the purpose and use of solicitation funds, names of people responsible for the distribution of collected funds, date, hours, and location of solicitation. Submit financial statement which includes the amounts of any wages, fees, commissions, costs or expenses paid or which are expected to be paid in connection with solicitation. List the names of persons to whom</p>

	<p>payments have been made or will be made and the amounts of such payments.</p> <p>Submit copy of the budget showing solicitations for this fiscal or calendar year.</p> <p>Per event - \$23.00</p> <p>Inspection: License (651-266-9090)</p>
TANK INSTALLATION AND TANK REMOVAL PERMIT <p>As of July 1, 2002, all tank installations, tank removals, abandoning above or underground shall be permitted through the City of Saint Paul Fire Department. Contact: Fire Inspector Dave Bergman ph 651-266-8944. However, if the tank is for fuel oil to a heating plant (boilers or other heating devices), the permit from the Fire Department is applicable only for the tank and piping up to the first valve. The remaining piping from the first valve up to and including the heating appliance will still require a mechanical permit from the City of Saint Paul Department of Safety & Inspections (DSI). Contact: (651-266-9044)</p>	
TANNING FACILITY (LC380) <p>Location, place, area, structure or business or part thereof which provides consumers access to tanning equipment. Tanning facility includes, but is not limited to, tanning salons, health clubs, apartments or condominiums, regardless of whether a fee is charged for access to the tanning equipment.</p>	<p>Class R License Application Zoning Summary</p> <p>Provide the following information: describe the portion of the building to be used as a tanning facility, type of business the tanning facility is operating in conjunction with (if applicable), list of tanning equipment (manufacturer's name, model number, type: booth, bed, canopy, etc., year manufactured, number in establishment)</p> <p>Lic fee per site, per year - \$90.00 Env Plan Rev fee - \$164.00 Env Change in owner fee - \$41.00</p> <p>Inspections: Environmental Health & License (651-266-9090), Zoning (651-266-9008)</p>
TATTOO PARLOR (LC367) <p>Business engaged in any method of placing designs, letters, scrolls, figures, symbols or any other marks upon or under the skin of a person with ink or color by the aid of needles or instruments. It is unlawful to tattoo persons under 18 years of age.</p>	<p>Class N License Application Zoning Summary</p> <p>Lic fee per site per year - \$345.00 Env Plan Rev fee - \$380.00 Env Change in owner fee - \$95.00</p> <p>Record check</p> <p>Inspections: Environmental Health (651-266-9090), License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
TAXICAB DRIVER (LC376)	Taxicab Driver License application

<p>LC376.17(4) (d) An applicant who has met all of the requirements for an original license except for the successful completion of taxicab driver training may obtain a provisional license authorizing the applicant to operate as a provisional operator for up to 90 days. After 90 days, the provisional operator license shall expire. The provisional operator must enroll in and successfully complete the driver training class within the 90 days to obtain full licensure. Upon proof of successful completion of the training class, the applicant for a full license shall receive a license valid through the remainder of the one-year licensing period. Provisional operator status may be revoked for failure to enroll in the first available opening in the training class, or failure to successfully complete the class.</p> <p>An applicant whose provisional operator status has <u>expired</u> or has been <u>revoked</u> may reapply no sooner than six (6) months after the date of expiration or revocation.</p> <p>Applicant must be 18 years old and possess a valid Minnesota or Wisconsin driver's license.</p> <p>*This license is not pro-ratable and is not refundable.</p> <p>Badges can not be issued over-the-counter.</p>	<p>Copy of State of Minnesota or Wisconsin Driver's License **(Drivers who have had out-of-state licenses in the past five (5) years must provide a copy of their driving record for the last five (5) years from the Dept. of Transportation in the State in which they were licensed.)</p> <p><i>Effective 6/16/2005 CF02-770</i> Initial application: \$43.00</p> <p><i>Effective 04/23/2003 CF03-102</i> Renew - per driver per year - \$43.00 Duplicate badge - each request - \$6.00</p> <p>National record check processing time is two (2) weeks.</p> <p>Contact: Rich Jents @ 651-266-9116</p> <p>Provisional Picture ID Badge</p>
<p>TAXICAB DRIVER, training class</p> <p>For any driver seeking original licensure, or any driver whose taxi license has lapsed for more than one (1) year if the driver never completed the taxicab driver training course, or whose taxi license has lapsed for more than two (2) years if the driver previously completed the taxicab driver training course, or as deemed necessary by the license inspector shall have successfully completed the taxicab driver training course as set forth in section 376.17.</p>	<p>Effective 6/16/2005, the fee for the required training classes will be paid by applicants directly to Hennepin Technical College. Phone: 763-550-7159.</p> <p>Contact: Rich Jents @ 651-266-9116</p>
<p>TAXICAB VEHICLE (LC376)</p> <p>Any motor-driven vehicle for the transportation for hire of passengers, which is equipped with a taximeter and a distinctive color scheme.</p> <p>Effective January, 2002, CF01-799, An ordinance amending the Saint Paul Legislative Code Chapter 376 to eliminate the controls on the number of taxicab vehicle licenses, the fares taxicab companies may charge and establishing additional requirements for new vehicle taxicab licenses.</p> <p>Effective 12/16/2000, CF00-889, LC376.12 requiring annual taxicab vehicle inspections and allowing for appearance inspections of taxicab vehicles up to six (6) times per year.</p> <p>Effective 8/5/2006, CF06-462, The applicant must affiliate with a service company with a minimum of five (5) City of Saint Paul licensed vehicles. The service company must maintain a minimum of five (5) licensed vehicles. If the number of licensed vehicles drops below five (5), the remaining licenses shall be revoked.</p>	<p>Taxicab Vehicle License application</p> <p>Taxicab Vehicle Inspection Sheet (Public Works, 1675 Energy Park Drive, 651-645-0648)</p> <p>Vehicle Bill of Sale or Title (required for new and replacement vehicles)</p> <p>Certificate of Insurance: Automobile Liability \$100,000/\$300,000 bodily injury or accidental death & \$100,000 property damage. City of Saint Paul does not need to be named as an additional insured. 30 days notice of cancellation required.</p> <p>Per vehicle per year - \$345.00 Replacement sticker for lost stickers or vehicle repainted - \$17.00 Per replacement vehicle - \$48.00</p> <p>Record check (required for new</p>

	<p>applicants)</p> <p>Contact: Rich Jents @ 651-266-9116</p>
TELEVISION REPAIR No City license required.	
TENTS, Temporary Per DSI policy written by Tom Riddering, Building Official, on August 1, 2000. Section 3103 of the UBC addresses temporary buildings or structures, and includes “miscellaneous structures... canopies... used for the protection of the public...”. They may be erected in conjunction with construction work “by special permit... for a limited period of time,” and must be “completely removed upon the expiration of the time limit stated in the permit.” Section 60.220 of the Zoning Code defines a temporary building to be one “permitted to exist under specific stipulations of this code during periods of construction... or for special events.” Thus, tents are considered to be temporary buildings, erected by special permit for either construction purposes or for special events only, and then only for a limited period of time specified on the permit. They may not be treated as a permanent building unless they meet all code requirements. As with detached utility buildings however, tents covering less than 120 sq. ft. are exempt from permits, but must still meet zoning requirements. Temporary tents over 200 sq. ft. require approval from the Fire Marshal’s office and should be referred to them at 651-228-6230 for review and inspection in lieu of a DSI permit. Owners erecting or allowing a tent to be erected on their property which does not appear to be temporary should be advised to either remove it or apply for a building permit for a temporary building. They should also be advised that tents cannot normally be approved for permanent use. Tents that appear to be temporary, under 200 sq. ft., and posing no problem should be ignored.	
TESTS Trade Exams - See Exams Massage Exams - See Massage Practitioner (Practical/Written Exams)	
THEATERS AND MOVIE THEATERS (LC415) Theater means a building or portion of a building in which any motion picture, play, dance or other performance is presented before an audience. Mini motion picture theater means a theater with a capacity for less than fifty (50) persons. Motion picture theater means a theater with a capacity of fifty (50) or more persons Adult mini-motion picture theater: A building or portion of a building with a capacity for less than fifty (50) persons used for presenting material if such building or portion of a building as a prevailing practice excludes minors by virtue of age, or is such material is distinguished or characterized by an emphasis on the depiction or description of “specified sexual activities” or “specified anatomical areas” for observation by patrons therein. No obscene work shall be allowed. Adult motion picture theater: Same as above with a capacity of fifty (50) or more persons.	Class N License Application Zoning Summary Lease/rental agreement or proof of ownership per site per year - \$178.00 Adult* - per site per year - \$345.00 *Need written proof that each employee is at least 18 years old Record check Inspections: Fire & License (651-266-9090), Zoning (651-266-9008) Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.
THEATERS AND MOVIE THEATERS - DRIVE-IN (LC416) Any premises on which motion pictures are projected upon a screen or theatrical performances are given for viewing by patrons seated in	Class N License Application Zoning Summary

<p>automobiles or other vehicles and for which an admission charge is made.</p>	<p>Lease/rental agreement or proof of ownership</p> <p>Certificate of Insurance - liability limits (refer to MN Statutes, Chapter 466)</p> <p>Drive-in - \$178.00</p> <p>Record check</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (300 feet), and district organizations notifying them that an objection deadline has been set giving the community 30 days to respond.</p>
<p>TIRE RECAPPING PLANT (LC372) Tire retreading or rebuilding plant</p>	<p>Class R License Application</p> <p>Per site per year - \$72.00</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p>
<p>TIRES, used <i>Refer to Second Hand Dealer-Motor Vehicle Parts for license information.</i></p>	
<p>TOBACCO, product sales <i>Refer to Cigarette/Tobacco for license information.</i></p>	
<p>TOOL SHARPENING No city license required.</p>	
<p>TOW TRUCK/WRECKER (LC361) The removal of a motor vehicle by towing or pushing from private property at the request of a person who is neither owner, operator, agent of the owner, nor operator of the vehicle.</p> <p>LC361.21. Reciprocity. Wrecker or tow truck service vehicles which are licensed in other municipalities under the provisions of a licensing and regulatory ordinance whose requirements and restrictions are equal to the provisions hereunder may be licensed without additional fee to operate within the City of Saint Paul upon filing proof with the Office of License, Inspections and Environmental Protection, provided, however, that the terms of such municipality's licensing ordinance contain the same privileges, responsibilities and mutual reciprocities as are herein provided. Upon filing said proof, the Office of License, Inspections and Environmental Protection shall issue a license certificate for each vehicle to be so licensed.</p> <p>LC361.08. Order form, police reports and notification to owners. Licensees, when providing wrecker or tow truck motor vehicle service, shall use a printed order form which includes the name of the licensee's business, the address and telephone number of the storage lot, and the name of the person authorizing the service, printed and signed by such person in a legible manner and stating such authorizing person's business address, telephone number, and listing the time the service was ordered, and a description of the vehicle to be removed including the year, model, manufacturer and license number of said vehicle. Said person authorizing the service and signing the above order form must be an owner or licensee of the property from which the vehicle is to be removed or a duly authorized agent of such owner or licensee, other than a licensee under this chapter or any agent or employee of such licensee. The wrecker or tow truck motor vehicle service vehicle</p>	<p>Tow Truck License application and Affidavit Zoning Summary Tow truck vehicle inspection forms</p> <p>List of contracted private property towing locations (include names and telephone numbers of persons authorized to sign tow order forms)</p> <p>Letter stating that there will be a storage lot(s) at which will be maintained continuous 24-hour on-duty service from an office on the premises for the release of motor vehicles, together with the exact location of such lot(s).</p> <p>\$10,000 Surety Bond conditioned upon the proper handling and safekeeping of vehicles, accessories, and personal property and guaranty of reimbursement to owners for loss. Requires 30-day notice of cancellation.</p> <p>Certificate of insurance public liability policy insuring the applicant against any and all liability incurred in the use or operations of the vehicle licensed. The</p>

<p>operator shall have this authorized service order form signed, fully completed and in personal possession before hooking up to the vehicle to be serviced. The amount charged for the service shall be included on this order form and a copy of this form shall be given to the individual reclaiming the vehicle. Every wrecker or tow truck motor vehicle service licensee shall, prior to towing any vehicle, telephone to the auto desk of the police department, giving the license number and description of the vehicle, a description of the location from which the vehicle is to be removed and the location of the storage lot where the vehicle is to be impounded. The licensee shall receive a reply from the police auto desk on the status of the vehicle prior to towing. Every wrecker or tow truck motor vehicle service licensee shall, within forty-eight (48) hours of receiving a towed vehicle, give written notice to the last listed owner according to the motor vehicle registration records of the location of the towed vehicle.</p> <p>LC361.10. Records required. All wrecker or tow truck licensees shall have a book in which shall be clearly written in ink and in the English language at the time the service is completed: an accurate description of the services provided; the place where the service was provided or from which a vehicle was towed; the full name of the driver of the service vehicle; the license plate number of the motor vehicle serviced and the name and resident address of the person requesting or authorizing the service. All such books maintained by a licensee shall be open to inspection at all reasonable times by the mayor, any member of the police force or any inspector of the Office of License, Inspections and Environmental Protection.</p> <p>LC361.12. No licensee shall tow a motor vehicle from private property under orders of one not the owner or operator of the vehicle to a storage lot which is outside the limits of the City of Saint Paul unless the location of the lot has been specifically approved by the city council. All licensees shall, immediately upon hooking up to a vehicle to be towed from private property under orders of one not the owner or operator of such vehicle, tow the vehicle directly to a twenty-four-hour on-duty storage lot owned or operated by such licensee, and such towed vehicle shall not be temporarily dropped, placed or left at any other lot or on any other property.</p>	<p>policy of insurance shall be in the limits of not less than one hundred thousand dollars (\$100,000.00) for injury or death to one (1) person, three hundred thousand dollars (\$300,000.00) for each occurrence, and one hundred thousand dollars (\$100,000.00) property damage.</p> <p>Copy of reasonable fixed towing and fixed drop charges</p> <p>List of names and addresses of all drivers employed</p> <p>Operator - concurrent w/ins - \$345.00 Per vehicle concurrent with insurance and/or bond expiration date - \$72.00 Per vehicle replacement - \$48.00</p> <p>Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)</p>												
<p>TRADE LICENSE (LC369)</p> <table border="0"> <tr> <td>Cement Finishing</td><td>Plumbing*/Gas Fitting</td></tr> <tr> <td>Concrete Masonry</td><td>Refrigeration A</td></tr> <tr> <td>Concrete Masonry & Finish Cement</td><td>Steam Fitting A</td></tr> <tr> <td>Gas Burner A</td><td>Stucco / Plaster</td></tr> <tr> <td>Oil Burner A</td><td>Ventilation**</td></tr> <tr> <td>Plastering</td><td>Warm Air**</td></tr> </table> <p>Building Trades - Business License application</p> <p>Proof of Master Certificate of Competency card issued by the City of Saint Paul for the same year as the license (*EXCEPTION: Reciprocal warm air and ventilation license - proof of Master's card issued by the City of Minneapolis)</p> <p>Certificate of Insurance: Combined single limit of liability for bodily injury and property damage of \$500,000.00, 30-day notice of cancellation, workers' compensation insurance</p> <p>*NOTE FOR PLUMBERS LICENSE ONLY: We can accept a copy of your current year Minnesota State Bonding and Insurance Certificate in place of Saint Paul Certificate of Insurance.</p> <p>\$130.00 per license per year</p>		Cement Finishing	Plumbing*/Gas Fitting	Concrete Masonry	Refrigeration A	Concrete Masonry & Finish Cement	Steam Fitting A	Gas Burner A	Stucco / Plaster	Oil Burner A	Ventilation**	Plastering	Warm Air**
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Oil Burner A	Ventilation**												
Plastering	Warm Air**												
<p>TRADE WORKER REGISTRATION(LC370.17)</p> <p>Trade worker is any person performing the type of work described in section 370.02 who has not obtained a certificate of competency as a master or journeyman for the applicable trade classification.</p> <p>Registered trade workers may only work under the direct supervision of a journeyman or master who holds an applicable certificate of competency to perform the relevant type of work.</p> <p>There are three Tiers:</p> <p>TIER TRADE WORKER 1 (0-4 years) – Trade workers that have worked in the trade & have registered with the</p>													

department of safety & inspections for four years or less shall pay an annual registration fee as outlined in chapter 310.18 of the St Paul Legislative Code. --- **Fee \$30.00**

TIER TRADE WORKER 2 (5-6 years) – Trade workers that have worked in the trade & have registered with the department of safety & inspections for five to six years shall pay an annual registration fee as outlined in chapter 310.18 of the St Paul Legislative Code – **Fee \$60.00**

TIER TRADE WORKER 3 (7 years or more) – Trade workers that have registered with the department of safety & inspections for seven or more years & have six or more years of experience in the trade shall pay an annual registration fee equivalent to the fees required by section 370.05 for the applicable trade. In lieu of paying the tier 3 trade worker registration fee, trade workers with six or more years of experience in the trade may make application & submit to an examination as to the trade workers qualifications & competency to obtain a certificate of competency in the trade pursuant to the requirements of section 370.05. – **Fee \$55.00**

(The following trades fall under the Tier Trade Worker registration: Concrete Mason & Cement Finisher, Gas Burner, Lathing & Plastering, Oil Burner, Plumbing, Refrigeration, Steam/Hot Water, Ventilation/Warm Air.)

TRAILER RENTAL

Requires Rental of Trailers license

TRANSIENT MERCHANT (LC345)

Transient Merchant license is required for businesses that set up temporarily at a hotel or other location for the sale of new goods.

**Cash or credit card payments can be approved immediately.

**Check payments require 2 week processing time.

Phone Numbers to request for approval to sell within the property:

State Capitol Grounds - 651-296-6404

Xcel Energy Center / Rivercenter - 651-265-4800

St Paul Parks - 651-266-6400

Class T License application

Ramsey County Transient Merchant License number: 651-266-2178, RCGC 7th Floor (Office of Elections & Voter Registration Services).

per day - **\$72.00**

Inspection: License (651-266-9090)

TREE TRIMMER & VEHICLE (LC362)

This license is required for businesses felling, cutting or trimming trees which are 2 or more inches in diameter at the point of cutting or severance.

This license is not required for stump removal.

Class R License Application
Zoning Summary

Certificate of Insurance showing general liability in the amount of \$10,000 for bodily injury & \$5,000 for property damage.

Operator w/one vehicle concurrent w/insurance expiration date - **\$178.00**
Each additional vehicle - **\$72.00**
Per vehicle replacement - **\$48.00**

Inspections: Fire & License (651-266-9090), Zoning (651-266-9008)

TRENCHES, digging

Plan Review, 651-266-9007

TRIMMING, shrubs

No city license required

TRUTH - IN - HOUSING (LC189)

A Truth-in-Sale of Housing disclosure report is required to be prepared and available to prospective buyers for all single family and duplex homes for sale in the city. This Truth-in-Sale of Housing disclosure report must be conspicuously displayed at the premises for all prospective buyers to see. A valid disclosure report issued under the ordinance shall be provided to the buyer before or at the time of sale of the dwelling. Disclosure reports shall be prepared only by an independent evaluator who has been certified as a Truth-in-Sale of Housing evaluator under the ordinance.

Failure to obtain a Truth-in-Sale of Housing disclosure report before marketing a house for sale, or failure to make

that disclosure report available to prospective buyers, is a violation of law and is punishable as a misdemeanor carrying up to 90 days in jail and/or a \$700.00 fine.

WHAT IS A DISCLOSURE REPORT?

A disclosure report is an overview of the building components and fixtures. It is to inform a prospective buyer of the observed condition of a dwelling at the time of the evaluation. The disclosure report is intended to provide basic information to the home buyer and the seller prior to the time of sale; not necessarily detailed information. Prospective buyers may also seek additional opinions from various experts in the inspections field prior to purchase.

Property Code Enforcement, 375 Jackson St #220 (651-266-9090)

TRUTH - IN - HOUSING, Certification

Contact Housing Code Enforcement, at 651-266-9090
The certification exam is offered every two (2) years.

UNDER AGE ACCESS TO A LIQUOR ESTABLISHMENT

Refer to **Liquor - Under Age Access** for license information.

UPHOLSTERING

No city license required

USE OF PROPERTY

Determines the number of off-street parking spaces required

USE OF STREET PERMIT

City Ordinance requires a Use-of-Street Permit for any work, material storage, dumpsters, or other obstruction of any portion of the public right-of-way (sidewalk, street, boulevard, or alley)
Public Works Service Desk, 25 West Fourth Street (City Hall Annex-8th Floor) - 651-266-6151 - fax: 651-298-4559
or Traffic Operations building, 899 North Dale Street

USE OR OCCUPANCY (LC33.02, Section 109.1)

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the Fire Marshal has issued a Certificate of Occupancy therefore as provided herein. Exception: Group R, Division 3, and Group U occupancies.

USED MERCHANDISE, selling of

Refer to **Second Hand Dealer-Single Location** for license information.

VACANT BUILDINGS

All Vacant Buildings are required to be registered & pay \$1,000.00 registration fee.
VACANT BUILDING STATUS IS DETERMINED BY VACANT BUILDING SECTION OF THE DEPARTMENT OF SAFETY & INSPECTIONS
VACANT BUILDING CATEGORIES ARE:
#1,
#2 Building or Trade permits for category 2, requires a code compliance report.
#3 Building or Trade permits for category 3, requires a code compliance report & \$5,000 performance bond (or cash) be submitted to DSI until the work is completed.
License/Permit Clerks (651-266-9090) for permits, For registration call 651-266-1907.

VARIANCE, Major

A modification of the literal provisions of the zoning code granted when strict enforcement of the zoning code would cause undue hardship owing to circumstances unique to the individual property on which the variance is granted. A modification of a provision regulating any development not specifically included in the definition of minor variance. Major variance includes any modification allowing the construction or moving of a one-family detached dwelling or allowing the addition of a second dwelling unit and when construction does not meet the standards for the zoning district in which located (i.e. setbacks, height).
Variances from the zoning code are heard by the Board of Zoning Appeals (BZA). The process takes 3 - 6 weeks. The BZA also decides appeals of staff interpretations of the zoning code and the building code. BZA decisions can be appealed to the City Council.
(Variances from the Housing Code are heard by an Admin. Hearing officer - 651-266-8575 - the applications are filed in the City Clerk's Office.) Applications are filed in DSI.
A public hearing is held.

\$435.00 Single Family or Duplex

\$470.00 Multi-family Residential
\$680.00 Commercial, Industrial, Institutional

*Note: A holder of a conditional use permit, nonconforming use permit or variance, which the planning commission, board of zoning appeals, or city council, has approved subject to annual review, shall pay to DSI, at the time the zoning administrator provides notice of the annual review to the permit holder, an annual review fee of **\$50.00**.*

VARIANCE, Minor

A modification of the literal provisions of the zoning code granted when strict enforcement of the zoning code would cause undue hardship owing to circumstances unique to the individual property on which the variance is granted. A modification of a provision regulating a one-family detached dwelling and pertaining specifically to construction of a fence, a deck, a swimming pool, an accessory building, or an addition to the main building when the addition is not designed to convert the building for use by more than one (1) family and when construction does not meet the standards for the zoning district in which located (i.e., setbacks, height).

Variances from the zoning code are heard by the Board of Zoning Appeals (BZA). The process takes 3 - 6 weeks. The BZA also decides appeals of staff interpretations of the zoning code and the building code. BZA decisions can be appealed to the City Council.

(Variances from the Housing Code are heard by an Admin. Hearing officer - 651-266-8575 - the applications are filed in the City Clerk's Office.) Applications are filed in DSI. A public hearing is held.

\$350.00

*Note: A holder of a variance which the planning commission, board of zoning appeals, or city council, has approved subject to annual review, shall pay to DSI, at the time the zoning administrator provides notice of the annual review to the permit holder, an annual review fee of **\$50.00**.*

VARIANCE, Sign

For a sign that does not meet the sign standards.

Public Hearing held before the Board of Zoning Appeals (BZA).

A final decision is made 8 days after public hearing. Applications are filed in DSI

\$435.00

*Note: A holder of a variance which the planning commission, board of zoning appeals, or city council, has approved subject to annual review, shall pay to DSI, at the time the zoning administrator provides notice of the annual review to the permit holder, an annual review fee of **\$50.00**.*

VEHICLE, business license

Refer to the specific vehicle license required for the use of the vehicle (example: Commercial Vehicle, Food Vehicle, Tree Trimmer Vehicle, etc.)

All vehicles require the following information to be submitted to DSI: vehicle make, model, year, and license plate number.

VEHICLE IMMOBILIZATION (LC383)

A person, firm, or corporation who at the request of a private property owner engages in the act of vehicle immobilization (use of a locking wheel boot that, when attached to the wheel of a vehicle, prevents the vehicle from moving without damage to the tire to which the locking wheel boot is attached) of vehicles that have been parked or placed on a private parking lot without permission of the owner or payment of a parking fee.

The **printed order** form should include the name, address and telephone number of your business, as well as space to enter the name of the person authorizing the service, the time the service was performed, the name of the person installing the locking wheel boot, the location where the service is being provided and a description of the vehicle to be immobilized. The amount charged for the service, including any parking fees due, shall be included on this order form.

The **log/record book** should indicate a description of the vehicle,

Class N License Application (w/copy of Articles of Incorporation, as well as minutes of the first corporate meeting, elections of officers, and desire of corporation to enter into business involving the service)
Zoning Summary (Specify the address / location of where you store/park your service vehicles)

Submit a list of City of Saint Paul private property locations where the vehicle immobilization service will be conducted and the names and contact information of all persons authorized to order vehicle immobilization at each such location.

Provide a copy of your printed order form

<p>location that the service was performed, time of service, and time of vehicle release.</p> <p>The decals must be at least 47 inches square in size. The decal must clearly and legibly state that a locking device has been installed on the front left wheel of the vehicle and that attempting to move the vehicle will cause serious damage to the vehicle. The decal shall display your business telephone number and business address.</p> <p>The maximum service fee for vehicle immobilization in the City of Saint Paul shall not exceed 75% of the fee charged for a tow by the city impound facility, plus any commercial parking lot fees due.</p>	<p>Provide a copy of your log/record book of vehicles immobilized.</p> <p>Enclose the blaze orange warning decal</p> <p>Include a statement that you will maintain 24-hour telephones and wheel locking removal services, and shall respond to a request to remove a wheel locking device within 60 min.</p> <p>Submit proof of public liability insurance in the amount of \$100,000 injury of death to 1 person, \$300,000 each injury or death from each occurrence, \$25,000 property damage.</p> <p>Submit a copy of your posted service fees.</p> <p>per business per year - \$345.00 Inspection: License (651-266-9090)</p>
VERTICAL TRANSPORTATION DEVICE - VTD (AKA. Elevator) Requires Elevator Permit	
<p>VETERINARY HOSPITAL (LC364) A hospital which provides care or treatment of animals.</p>	<p>Class R License Application Zoning Summary</p> <p>Per site per year - \$178.00</p> <p>Inspections: Environmental Health (651-266-9090), License (651-266-9090), Zoning (651-266-9008)</p>
<p>WALLPAPER HANGER No city license required.</p>	
<p>WARM AIR/VENTILATION PERMITS (LC33) Homeowner/Homesteader may take out a permit to do Warm Air/Ventilation work on 1 and 2 family dwellings. For 2 family dwelling units, the homeowner/homesteader may only do the warm air/ventilation work in the side/half that they live in. Homeowner/Homesteader is not allowed to do his own warm air/ventilation work for the following:</p> <ol style="list-style-type: none"> 1. Commercial Vacant Buildings 2. Commercial property he/she owns <p>Licensed warm air & ventilation contractors with the City of Saint Paul may obtain permits to do any warm air and ventilation work.</p> <p><u>COMMERCIAL WORK</u> Warm Air Heating, Ventilation Systems, Dust Collection Systems, Pollution Control Systems, Solar Systems, etc. {The fee shall be one percent of the total valuation of the work. Value of the work must include cost of installation, alteration, addition & repairs, including fans, hoods, HVAC units & heat transfer units with air as a transfer medium & all labor & materials necessary for installation. In addition, it shall include all material & equipment supplied by other sources when those materials are normally supplied by the contractor.} <u>The minimum fee shall be \$70.00. State surcharge is applicable. (See Below)</u></p> <p>General Sheet Metal (no trade license is required for general sheet metal work) {A separate permit is</p>	

required for general sheet metal work. Gutters, flashing, metal chimneys, chutes, or general sheet metal work, the fee shall be one percent of the total valuation of the work.} The minimum fee shall be \$70.00. State surcharge is applicable. (See Below)

RESIDENTIAL WORK

Warm Air Heating {Each warm air heating system: \$70.00 for the first 100,000 BTU per hour or fraction thereof, plus \$13.00 for each additional 100,000 BTU per hour or fraction thereof. Fee includes system ductwork but does not include ventilation work. State surcharge is applicable (See Below).

Residential Ventilation Systems, Ductwork, Etc. {Fee shall be one percent of the total valuation of the work. Value of work must include the cost of installation, alteration, addition & repairs, including all labor, materials & equipment necessary for installation.} Minimum fee shall be \$41.00. State surcharge is applicable (See Below).

State Surcharge (Based on Valuation of Job)

\$1.00 to \$1,000 is a \$.50 state surcharge

\$1,001 and up is .0005 times the value of the job.

AREA INSPECTORS - 651-266-9006 TO SCHEDULE AN INSPECTION, CALL YOUR AREA INSPECTOR BETWEEN 7:30 AM AND 9:00 AM - MONDAY THROUGH FRIDAY

Questions, contact License/Permit Clerks 651-266-9090

WATER HEATER PERMIT (for new or replacement installations)

REQUIRES PLUMBING PERMIT

Permit fee is \$28.00 Per Unit with a minimum fee of \$58.00

If gas dryer is greater than 100,000 BTUs, an additional fee of \$11.00 for each additional 100,000 BTUs or fraction thereof.

State surcharge is \$.50

WELDER

No city license required

WETLAND CONSERVATION ACT ADMINISTRATION DETERMINATION

\$100.00 determination of compliance with the WCA

\$250.00 coordinating wetland fill and replacement requests

WHIRLPOOL (LC360)

Indoor public whirlpool

Schools and governmental agencies are exempt.

Class R License Application
Zoning Summary

Per location per year - **\$345.00**

Inspection: Environmental Health (651-266-9090)

WIC, Women Infants and Children

Must be a woman who is pregnant, breast feeding an infant less than one year old or a woman who delivered a baby less than six months ago; and/or a child who is less than five years old

Saint Paul - Ramsey County Department of Public Health (651-266-1300)

If you live in any other county in Minnesota call 1-800-WIC-4030 to find the WIC clinic closest to you.

WINDOW CLEANING (LC365)

The cleaning of outside windows located above the first floor through the use of ladders, scaffolding lifts or any other similar device. This license shall not apply to any person, firm or corporation when such person, firm or corporation is engaged in the business of window cleaning on one or two family dwellings.

Class R License Application
Zoning Summary

Insurance: \$25,000/\$100,000 personal injury or accidental death

Per business per year - **\$178.00**

	Inspection: License (651-266-9090)
<p>WINE DISTRIBUTOR State of Minnesota, Liquor Control: 651-296-6939</p>	
<p>WINE ON SALE (LC409) License authorizing the sale of wine not exceeding fourteen (14) percent alcohol by volume, for consumption on the licensed premises only in conjunction with the sale of food.</p> <p>Must have separate male and female restrooms.</p> <p>Wine and beer can be sold as a menu item only. Patrons can consume an alcoholic beverage only with a food order. (LC409.15(a)(2), State Statute Sections 340A and 403(5))</p> <p>If a patron purchases a bottle of wine with his/her meal, can the patron leave with the unfinished bottle of wine? Yes. State Statute (340A.404, Subd. 11) permits a restaurant with a wine license to allow a patron purchasing a full bottle of wine in conjunction with the purchase of a meal, to take the bottle off the premises when leaving provided that the bottle has been opened, contents partially consumed, and the bottle has been re-corked prior to leaving the premise.</p> <p>Effective 03/06/2009 (LC409.07((a)(2) – Establishments holding only on-sale wine and/or on-sale malt liquor licenses shall not be eligible to sell wine and/or malt liquor after 1:00 am. If the establishment had a State 2 am license before 03/06/2009, they may continue to make such sales until 2:00 am unless or until the on-sale wine and/or on-sale malt liquor license is discontinued for any reason.</p>	<p>Class N License Application Zoning Summary</p> <p>Certificate of Insurance: Liquor liability in the amounts of \$50,000 per person; bodily injury, \$100,000 more than one person; bodily injury, \$10,000 property destruction, \$50,000/\$100,000 for loss of means of support</p> <p>Lease/rental agreement with a letter of permission from the landlord to allow this type of licensed business on the premises unless specified in the lease.</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the business</p> <p>Copy of Purchase Agreement and/or Bill of Sale of the property</p> <p>Copy of Articles of Incorporation</p> <p>Two original State of Minnesota Wine applications</p> <p>Federal and State Income Tax Returns for the past three years</p> <p>Record check</p> <p>Per location per year - \$1,881.00</p> <p>Inspections: Environmental Health & Fire & License 266-9090), Zoning (651-266-9008)</p> <p>Letters are sent to the owner, neighbors (350 feet), and district organizations notifying them that an objection deadline has been set giving the community 45 days to respond.</p>

<p>WINE ON SALE (TEMPORARY) (LC409)</p> <p>A club or charitable, religious or other non-profit organization in existence for at least (3) years, or a political committee registered with the State of Minnesota, Section 10A.14, or a state university may obtain an on-sale license to sell wine and strong beer not exceeding 14% alcohol by volume for consumption on the licensed premises only.</p> <p>Limitations: not more than four (4) consecutive days, not more than three (3) four-day, four (4) three-day, six (6) two-day or twelve (12) one-day temporary licenses, in any combination not to exceed twelve (12) days per year for the sale of wine to any one (1) location within the city for a twelve-month period.</p> <p>The city may not issue more than one (1) such license to any one (1) organization or political committee, or any one (1) location, within a thirty-day period unless the licenses are issued in connection with an event officially designated a community festival by the city.</p> <p>No outside service area shall be permitted unless safety barriers or other enclosures are provided.</p> <p>No outside service area shall be located on public property or upon any street, alley, or sidewalk.</p> <p>No liquor consumption is allowed in City parks.</p> <p>*One Temporary Wine and one Temporary Liquor may be issued within the same 30-day period. And a community festival may obtain more than one temporary license within a thirty-day period.</p> <p>NOTE: 06/02/2008 The state now allows sales to begin at 10 am on Sunday. Beer sales at special events on city property must include a Minnesota beer if beer is sold from a permanent or temporary building. A beer stand is considered to be a temporary building by the City Attorney. (340A.909). City facilities selling beer will have to comply.</p>	<p>Class T License application</p> <p>State license application</p> <p>Proof of non-profit status</p> <p>Letter of intent for requesting the temporary license (includes the nature of the event and whether it is public or private, address of the event, date and hours during which liquor will be sold/served, and the proposed use and disbursement of profits from the sales.)</p> <p>Letter of consent from owner lawfully responsible for premise for which license is requested.</p> <p>Certificate of insurance (includes the corporate name, DBA, event address, policy number, dates of liquor coverage) or MN Statute 340A.409 and CF99-729 (effective 10/15/1999) Insurance is not required by licensees who by affidavit establish that they are holders of temporary wine licenses issued under law.</p> <p>Per day - \$50.00 Alcohol Awareness training per organization per year - \$25.00</p> <p>Inspection: License (651-266-9090)</p>
<p>WOOD SALES Refer to Solid Fuel Dealer License</p>	
<p>WRECKING LICENSE (LC368) Building Trades Business License application Current \$10,000 surety bond obtained from a licensed Minnesota Agency. Bond expiration date must coincide with the license expiration date or be continuous. (City Saint Paul License and Permit Bond form should be used) Worker's Compensation \$55.00 per year</p>	
<p>ZONING, Appeal of an administrative decision</p>	

<p>Filed with DSI \$435.00</p>
<p>ZONING, Appeal of Planning Commission For an appeal of a decision of the zoning administrator regarding sign issues or site plan review decisions. Filed with PED, Planning Division \$435.00</p>
<p>ZONING, Board of Zoning Appeals Decision For an appeal of a decision of the zoning administrator regarding an interpretation of the zoning code. Filed with DSI \$435.00</p>
<p>ZONING, Certification letter / compliance letter To certify that the property conforms to zoning requirements, C of O, flood plain, etc. Filed with DSI Research Fees - \$50 (Single Family Dwelling and Duplex); \$80 (Multi-family and commercial) <i>See also ZONING (HISTORY) Zoning ph 651-266-9084</i></p>
<p>ZONING CODE Saint Paul Legislative Code, Chapters 60-69; www.stpaul.gov/code/</p>

<p>ZONING (COMPLAINT INVESTIGATION) Complaint Investigation - Complaints regarding the following are investigated by zoning staff:</p> <ul style="list-style-type: none"> (a) Businesses being run out of residential dwellings. (b) Illegal duplexes. (c) Too many people living in a house. (d) Parking of commercial vehicles on residential property. (e) Exterior storage in commercial areas. (f) Adult uses. (g) Signs. (h) Number of off-street parking spaces. (i) Lack of handicapped parking. (j) Dumping, etc.
<p>ZONING, Compliance Reviews An internal review by zoning staff to determine zoning code compliance. This can be an over-the-counter review.</p> <p>The review is required when a building permit, license, change in certificate of occupancy or inquiry is requested for new construction, additions or change of usage.</p> <p>Review time: If all the information needed for a determination is submitted, the review can be done while the applicant waits. If a site plan review or a public hearing is required, the applicant is informed about the process and the submission requirements.</p>
<p>ZONING, Definition Zoning classifies and regulates the use of land. It specifies where uses are permitted, where buildings and parking can be located on property and what parking requirements are.</p>
<p>ZONING DISTRICTS Zoning District determines permitted uses; permitted uses subject to special conditions; density - number of dwelling units permitted; bulk - setbacks, height, lot coverage, floor area ratio; separation from protected uses; signage.</p> <p>There are 26 different zoning districts, each has a list of those uses that are permitted subject to special conditions (which requires a special condition use permit {SCUP} issued by the planning commission). Each zoning district has regulations identifying the number of dwelling units permitted, setbacks, height, lot coverage, signage allowed, number of off-street parking spaces required, etc. The standards for off-street parking include location, setbacks, curb cuts, landscaping, lighting, dimensions, drainage, surfacing and screening.</p>
<p>ZONING, duties (DSI/PED) DSI provides zoning information to the public, makes zoning interpretations, determines zoning compliance, Coordinates the site plan review process, staffs the BZA for variances and appeals, enforces the zoning code (responding to complaints and following up on conditions of approvals).</p>

PED reviews and approves lot splits and subdivisions, staffs the Planning Commission for special condition use permits, nonconforming use permits, sign variances and rezoning, prepares text amendments and 40-acre studies for Planning Commission and City Council approval.

ZONING (HISTORY) - *See also ZONING, Certification letter / Compliance letter*

To determine if a property is a legal/legal nonconforming.

651-266-9084 Research Fees: \$50 (Single Family Dwelling and Duplex)

\$80 (Multi-family and commercial)

ZONING (HOME OCCUPATIONS)

Allowed in any residential area. Certain conditions must be met. No permit is required - we enforce on a complaint basis.

ZONING, large sites (CF03-80)

For large sites where only a portion of the site is affected by the zoning action, the Zoning or Planning Administrator may set the fee based on the size of the affected portion of the site.

ZONING, late fees (CF03-80)

For any application made for any development commenced without first obtaining all required permits and approvals, the fee shall be **doubled**, to a maximum additional sum of **\$430.00**, to offset costs associated with investigating, processing and reviewing applications for such development undertaken without first having obtained all required permits and approvals.

ZONING (MORATORIUMS)

The City Council, when considering changes to the zoning code about specific uses, may not want any of those uses to be established during the study. They then enact a moratorium, temporarily prohibiting those new uses, effective for one year with an extension of time possible for up to one additional year.

ZONING, multiple approvals

For any permit or variance application (CUP, Major/Minor/Sign variance, NCUP, DSU, appeals) submitted for consideration by the Planning Commission at the same public hearing as a rezoning or permit or variance application (CUP, Major/Minor/Sign variance, NCUP, DSU, appeals) with a higher fee, an additional fee of **\$250.00** shall be added to the rezoning fee set or to the higher fee (CUP, Major/Minor/Sign variance, NCUP, DSU, appeals).

ZONING, Petition

Filed with Planning Division

\$2.00 each parcel for ownership list

ZONING, Planned Development

Filed with Planning Division

\$670.00 first 75,000 sq. ft.

\$55.00 each additional 25,000 sq. ft.

ZONING, refunds (CF03-80)

For a zoning case withdrawn or found incomplete before final approval, the Zoning or Planning Administrator may refund part of the fee based upon the proportion of the work completed at the time of withdrawal.

ZONING (RIVER CORRIDOR)

River Corridor - Limitations are placed on uses and construction in four different overlay zones in the River Corridor: the flood way (RC-1), the flood fringe (RC-2), both RC-1 and RC-2 are considered the flood plain), Urban Open District (RC-3) and Urban Diversified District (RC-4). The River Corridor areas of the City include the Highwood area; parts of Mounds Park; Red Rock, Childs and Barge Channel Roads; Holman Field; up the bluff on the west side and east of the river across from Minneapolis; and along Shepard Road.

ZONING (SIGNS)

Signs - for the most part are handled by Plan Review. All billboard permits must go to zoning before sign-off. There are 19 special sign overlay districts that have additional regulations. Temporary signs are allowed 3 times a year up to 14 days each time. A sign permit is required for a portable sign.

ZONING (SITE PLAN REVIEW)

Weekly meetings are held with staff from other departments to review exterior issues for all new buildings, additions, parking lots or grading activity, except most single family homes and duplexes not located in the river corridor. Applications are filed in DSI; there is a filing fee based on the type of use and lot size. The process takes a minimum of three weeks. A public hearing is not held unless the Planning Commission decides to, which is rarely done, in response to case-by-case requests.

ZONING (STATE FAIR PARKING OVERLAY DISTRICT)

State Fair Parking Overlay District is located east of the state fair grounds and specifies where and when parking can be located in residential yards during the State Fair. Refer to Zoning (651-266-9008)

ZONING (TREE PRESERVATION OVERLAY DISTRICT)

Tree Preservation Overlay District is located in the Highwood area east of Highway 61 and south of Lower Afton Road and regulates the removal and replacement of trees.

ZONING (WETLANDS)

Wetlands - Zoning provides local support for administering the National Wetland Control Act-determining what is a wetland and what can and cannot be done in wetland areas.